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# Holistic Life Coaching /Crystal Light Therapy / Energy Therapy Manual

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# *Institute of Metaphysical Sciences*

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# *Holistic Life Coaching/Crystal Light Therapist/Energy Therapy Certificate Program Manual*

***By Saiyra Akbar and Shahir A. Aslam***

## *Holistic Spirituality Model for or Healthy Living*
## *A Metaphysical Approach to Self-Fulfilment*

*"The basic principles of holistic and natural healing, as well as vibrational medicine, are actually thousands of centuries old, dating back to the times of Atlantis and Lemuria. Through the continuous cycle of regeneration and rebirth, these ideas have surfaced once again to produce methods of spiritual healing that may help to alleviate much of the dis-ease that humanity seems to have inflicted upon itself." Richard Gerber, Vibrational Medicine: New Choices for Healing Ourselves*

*The objective of Holistic Life Coaching is to restore balance and harmony to one's life by achieving Self-fulfilment. Spiritual Holism is the concept of working towards a notion of oneness and connectedness. It is the idea of embracing the concept that mind, body, and spirit comprise a unified whole. Holistic spirituality is the advanced concept and belief that everything is energy and everything is connected. Thus, based on this holistic spirituality connect every level of our being – the mental, emotional, spiritual, and physical.*

*In Holistic Spirituality we use coaching techniques to self-heal. We connect the deficient part to the whole. Quantum Mechanics and the Holographic theory validates that each part of the whole genetic makeup. Each cell has a copy of our DNA and memory. Just like every piece of a holographic film contains all the information to recall a whole memory. Our lives are transformed when we view our situations in relation to our whole self. With life coaching, we see our whole self in relation to the world we live in. It shows us the truth of our inner life, that we are in essence spiritual beings having a physical, human experience.*

*A Holistic/Spiritual Life Coach helps client to identify the qualities and strategies that give life meaning and purpose. The Coach works together with the client to draw on the fact that any dysfunction related to a limited belief, painful emotion, or physical ailment can be brough back into harmony with the whole. With the emergence of the internet, a life coach can work with people from anywhere in the world. They can use internet video conferencing, Facetime, Skype, and other media. The Holistic Spirituality Approach draws on objective truths, thus individuals from all belief system or walks of life can benefit from it.*

*The Holistic Spiritual Approach is free from all types of prescribed medicines, which can have a dangerous affects on the body. Prescription drugs maybe good for short-term use, but for long-term healing one needs to take in Holistic and Spiritual aspects and integrate healing regimes that complement the whole. By just taking*

*medications are whole self is not nourished, therefore we experience negative side effects on our spiritual, mental, and emotional well-being.*

*By applying Holistic Spirituality into our lives, we move beyond the traditional concepts of coaching and healing. We move towards a higher consciousness, where we know who we are, and what we are capable of doing. We expand our limiting beliefs and perceive ourselves in more expansive ways. In turn, we create increasingly more healthy, joyful, exciting, and fulfilling lives.*

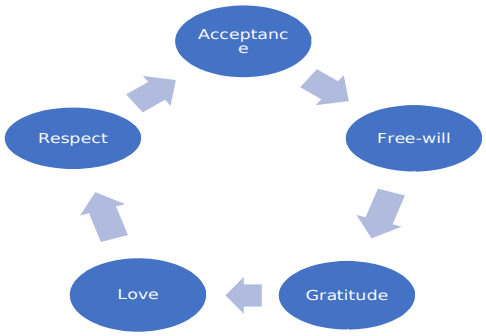
*Our Holistic Spiritual Journey of self-healing allows us to see beyond our current lifestyle and how we can witness our path to wholeness in the transformation of the mind, the heart, and the entire energy field that permeates our being. Each and every part of us, which includes the mind, body, emotions, our spiritual, religious beliefs, and our life experiences provide us with a reflection of who we are. They are pieces of the puzzle of who we really are, why we are here (our life's purpose), and where we are going.*

*Wallace D. Wattles says in his book, "The Science of Being Great," that "The purpose of life for man is growth, just as the purpose of life for trees and plants in growth. Trees and plants grow automatically and along fixed lines; man can grow as he will. Trees and plants can only develop certain possibilities an characteristics; man can develop any power, which is or has been shown by any person, anywhere. Nothing that man can think is impossible in action. Nothing that man can imagine is impossible of realization. Man is formed for growth, and he is under the necessity of growing. It is essential to his happiness that he should continually advance. Life without progress becomes unendurable, and the person who cease from growth must either become imbecile or insane. The greater and more harmonious and well rounded his growth, the happier man will be. There is no possibility in any man that is not in every man, but if they proceed naturally, no two men will grow into the same thing, or be alike. Every man comes into the world with a predisposition to grow along certain lines, and growth is easier for him along these lines than in any other way."*

*The upward way of growth and self-fulfillment and self-completeness is always evolving and open to you. No one is denied. Holistic Life Coaching/Crystal Therapy/Energy Healing is based on a model of healthy living. All issues stem from a distortion of energy in the spiritual aspect of our lives. That is a distortion of our inner self in one or more of the elements of the whole self. In the next section we ponder the elements of whole self and how healing those aspects of ourselves, we can create a healthy self.*

## *The Holistic Model of Healthy Living*

*The Holistic Model of Healthy Living recognizes spirituality and spiritual healing, and that spiritual healing can come about naturally when the elements of living a Holistic Life come into harmony and Balance. The Following are the elements of Holistic Life Coaching Model:*




***Self-Fulfillment Model***

### *Self-Acceptance-Accepting Yourself as You Are*

- *Accept yourself unconditionally, regardless of your imperfections*
- *Have realistic expectations of yourself, accept yourself as you are*
- *You deserve the same good things in life as others-no more, no less*
- *View mistakes properly*
- *You are perfect, regardless of your faults, and strive towards perfection everyday by learning from your mistakes- That is to create a positive view of yourself, we are what we think.*

### *Self-Responsibility-Responsibility for Yourself & For Your Actions*

- *You are responsible and accountable for your actions and choices.*
- *Do not expect others to do your work, or what is your responsibility for you. You should take responsibility for your work, your actions, not rely on others.*
- *Never do for others what they should do for themselves, as everyone is responsible for themselves and their actions. (helping someone in need is another matter)*
- *Follow through on commitments, obligations, and goals.*

### *Self-Respect*

- *Accept people for who they are, not what they believe. Do not be judgmental*
- *Human differences are inevitable*
- *Have realistic expectations of others*
- *Do not be arrogant and consider yourself better than others, or worse than them. Have a realistic view of yourself.*
- *Do not take yourself too seriously,*

### *Respecting Free-Will*

- *You cannot control or change others, Respect their choices, decisions. Do not force or manipulate your will on them. Respect all life.*
- *Respect that others have rights and boundaries, do not take advantage of them.*

***Forgiveness & Gratitude***

- *Learn to forgive those who have harmed you. Forgiveness brings peace to your mind. Being Grateful, and thankful. That is to live in a state of Gratitude and love. "Gratitude unlocks the fullness of life. It turns what we have into enough, and more. It turns denial into acceptance, chaos to order, confusion to clarity. It can turn a meal into a feast, a house into a home, a stranger into a friend." ~ Melody Beattie*

***A Self-Fulfilled Person***

- *A healthy circulation of all five elements creates a self-sufficient, reliable, and self-fulfilled individual.*
- *A self-fulfilled person is an enlightened person, and embodies a stable, sensitive, positive, productive, loving person who feels comfortable in their own skin.*
- *A Self-fulfilled person is one who stands on his/her own two feet and does not rely on others. They have a strong sense of who they are along with a healthy self-concept, a healthy self-esteem, compassionate, kind, responsible and respect for all life.*
- *A self-fulfilled person knows who they are and why they are who they are. They are content to be who they are, regardless of other's opinion.*

*To be perfect one needs to embody the traits of self-fulfillment. The first is unconditional self-acceptance, that is to be comfortable in your own skin, to accept yourself fully as you are. It also means to have realistic goals for yourself not too high not too low. By accepting yourself as you are, you realize*

*that you deserve to get the same good things in life as everyone else. The second important trait is self-responsibility, that is to take responsibility for your actions, and responsibility for the choices we make.*

*Along with that, do not expect others to do for you, what you should do for yourself, and allow them the same courtesy do not do for them that they should do for themselves. The third skill to achieve self-fulfillment is to have respect for free-will. This includes respect your own free-will and to respect others' right to use free-will. Accept yourself as you are. To accept ourselves as we are, is to strive to better any areas of our character and life that needs balancing. To be perfect, it is*

*important that we view ourselves as being perfect first. Respect for all life is doing no harm to others. Living a life of gratitude opens our connection to the divine, and forgiveness sets us free from karma and the burdens of our mistakes, thus leading us to a peaceful state of being. Living in gratitude opens the door to joyful living, abundance, and prosperity.*

*"It is through gratitude for the present moment that the spiritual dimension of life opens." Eckhart Tolle*

*"The final solution to all human problems-and the only source of real fulfillment-is within us. Try as we may satisfy our need for personal freedom and soul contentment by external means alone, success will ever be elusive. At our innermost level of Being, the real Self of us exists in wholesome purity. Here, untouched by mundane conditions and transitory events, abides undisturbed peace, pure bliss, flawless knowledge, and limitless awareness of absolute freedom." Roy Eugene Davis, A Master Guide to Meditation & Spiritual Growth*

## *The Aim of Holistic Life Coaching*

*If you want your outside world to change, you must first change your inside world. One cannot work on outside problems until the inside problems are resolved. The goal of Holistic Life Coaching is to bring one's self-acceptance, self-responsibility, respect for free will into a healthy and harmonious balance so that one is confident to face their outer issues. Many of our issues will be resolved once we are equipped to do so. The Holistic Life Coaching Model can be used for all problems and goals because they all start with a thought, followed by a belief filtered through past experiences, followed by emotion/action. Since this normal human process involves consciousness, a problem is also spiritual in nature to a greater or lesser extent. Therefore, it could be argued that all problems have their roots in a person's spiritual nature.*

*Many people experience blocks due to disabling beliefs, which are anchored in our belief system. These disabling thoughts are from an imbalance in self-esteem, self-responsibility, and misuse of free will concepts. Thus, most problems that we experience have their roots in our inner spiritual nature. Having said this, some problems fall into the realm of spiritual crises. A spiritual crisis is an existential crisis; that is, an issue that directly causes a person to question themselves and his or her beliefs concerning their existence within the framework of his or her universal worldview. That is basically saying that a spiritual crisis can result when something happens that threatens a person's perception of reality. People can have spiritual crises in several different areas, the most common of which is becoming disillusioned with*

*their religious faith and/or upbringing, or the veracity of a sacred book, or the existence of God. Another example might be a skeptic coming face-to-face with evidence of extraterrestrial life.*

*Other areas that can lead to spiritual crises include one losing all hope, a long-lasting relationship such as a marriage ending, living in a seriously dysfunctional home, being fired after decades on the job, alcoholism or addiction, serious financial problems, deep depression, disclosing something about yourself such as sexual orientation to a family or society that scorns such things, and others. In our modern times, with an influx of knowledge coming from various belief systems may lead one to questioning his or her existence, religious beliefs, core values etc., if thinking along these lines continue long enough, a spiritual crisis ensues. For example, not getting a promotion at work one time will likely not result in a spiritual crisis; however, being repeatedly denied a promotion over several years and attempts may cause the person to question themselves and their existence, hence, leading to a spiritual crisis. The aim of Holistic Life Coaching targets the spiritual imbalance and work toward bringing the imbalance back into balance. This is done by re-enforcing the clients' self-esteem, recognizing their good work, and achievements, moving them towards projects and people where they will not be deprived or denied. It is human nature and a human need to be recognized and to be needed, to have a purpose, to know that their efforts and life mean something.*

*The main objective is to do no harm and to do right. It means that we as a coach should to be sensitive and compassionate to the client's issues, struggles, and needs, and assisting them in their goals/objectives. The goal of the coach is to diminish the client's issue(s) down to its base cause; To find out what is holding the client back. The Holistic approach focuses on helping a client to get into a healthy state of being. Since adversity (and being blocked) is a state of disorder, the key approach with using Holistic Life Coaching is to help a client reclaim his or her power by restoring order and balance to his or her Life. In my experience, the first and second most common blocks to a person's development are a lack of self-acceptance and respect for free will, respectively. The latter usually manifests in control issues, i.e., the client is trying to control something he or she either cannot or should not control; and/or the client lacks sufficient respect for his or her own free will in some way. Once order is restored to self-acceptance and respect for free will, self-responsibility usually falls into place.*

*The individual strives to be whole (holistic) integrating his/hers' spiritual and physical nature. By incorporating the elements of the Holistic Spirituality Life Model for Healthy Living the individual will increase their spiritual, mental, and emotional intelligence and use the knowledge in a meaningful way. The Holistic Spirituality Life Model bring new insights and interpretations of how the client sees themselves individually and in relation to the world. It works to realign a person's spiritual, intellectual, and emotional aspects and brings them back into sync. It is about assessing one's core values as well as personal reinvention; letting go of the old thought patterns and replacing them with positive, enlightened concepts. Lastly, it is about understanding that we always have a choice as to who we are and how we will act.*

*The Holistic Life Coaching involves having a flexible approach: listening, commenting, and at times, being direct. By being direct I do not mean being abusive, curt, or impolite as some therapeutic modalities can be. It means a more humanistic approach is required. A good coach knows how to direct the client to his or her goals by asking the right questions at the right time by using assertiveness in a direct, honest, empathetic, and win-win way.*

## *Concepts of Inner Transformation*

*"This is love to fly toward a secret sky to cause a hundred veils to fall each moment. First to let go of life. Finally, to take a step without feet." Rumi*

*Transforming our inner self is a difficult thing to do, but it can be done. Our Inner self is who we truly are. It is molded by our inner thoughts and emotions. Our inner self is understood as our personality and core values, belief systems and life experiences, and is composed of both light and dark elements. That is, we have the ability, to be good as well as bad. This is our dualistic nature, which shows up in our daily lives, under many guises, depending on the different situations that we are experiencing. If someone is nice and courteous, we respond nicely also. But if someone is mean to you, then you respond in a similar manner. This is our human nature and our experiences with others build up our inner self. Jessica Cross says in her book, "The Shadow Work Journal", that the shadow is the part of yourself that you have been ignoring, it is a part of you that you do not acknowledge. Often as children we might learn that we need to behave in a certain way to be accepted. We, therefore, unconsciously push aside any parts of ourselves that do not fit our model of acceptance. The shadow part of ourselves hold all our fears, hatreds, mistakes, anxieties, and our negative aspects. It wants everything that you were never allowed to do.*

*The book "Subpersonalities: The People Inside Us" by John Rowan, states that the concept of sub-personalities which are the thoughts, feelings, and even sensations of the body which are capable of acting as a complete person for short or long periods of time. These various aspects of your personalities were developed as reactions to various event in your life. And are a natural process of soul growth and development." The shadow is the dark side of our human nature, for which we must take responsibility. Carl Jung has explained the shadow as the accumulation of all disowned aspects of ourselves that has been rejected by the ego. In short, all parts of the personality that the ego did not accept.*

*The ego is considered a hindrance in all spiritual traditions. Yet we cannot escape it either. The ego is necessary and a vital aspect of being human. In our early years we build our ego. The more balanced, and healthy our ego is, the more balanced and harmonious our lives will be. This involves our self-esteem and*

*confidence levels. If our ego is balanced between the light and dark aspects of ourselves, we will have a healthy level of confidence and self-esteem. If the ego is not in balance, then it will show up in our personality as low self-esteem and confidence levels.*

*When we observe ourselves reacting to psychological triggers, or events that prompt an instant and uncontrolled reaction from us, we must learn to pause and ask ourselves, "Why am I reacting this way?" This will enable us to check the source of our emotional programming and belief system that is keeping the shadow alive. By Identifying triggers, we usually acknowledge the shadow self. This confirms*

*that we have a capacity for the dark side as well as the good side. Once we identify our dark behaviors, we can begin to correct them. This is an important aspect of becoming emotionally healthy and enlightened individual.*

*In a nutshell, by recognizing the sources of our triggers, which come in the form of fear, pain, aggression, etc., then can we begin to heal and integrate those wounded parts of ourselves. The website, https://highexistence.com/carl-jung-shadow-guide-unconscious/ describes the process of Integration; "…in Jung's definition, it means that we cease rejecting parts of our personalities and find ways to bring them forward into our everyday lives. We accept our shadows and seek to unlock the wisdom they contain. Fear becomes an opportunity for courage. Pain is a catalyst for strength and resilience. Aggression is transmuted into warrior-like passion. This wisdom informs our actions, our decisions, and our interactions with others. We understand how others feel and respond to them with compassion, knowing that they are being triggered themselves. "*

*The shadow is likened to a child that acts out like a disobedient, misbehaved child, until all aspects of the personality are acknowledged and integrated. It is only through this integration of our sub-personalities that true wholeness can become possible. That is enlightenment.*

*"If left unopened, the shadow is a Pandora's box filled with secrets that we fear will destroy everything. We love and care about. But if we open the box, we discover that what's inside has the power to radically and positively alter our lives." Deepak Chopra and Marianne Williamson, The Shadow Effect*

## *Techniques to Integrate the Shadow*

- *One way to accept the shadow is by writing in a Journal, all your feeling, anxieties, likes, dislikes, hatreds, obsessions, reactions, etc. about certain events, people, and places. This will help you to identify the source of your shadow. You can also write down all your feelings, hates, desires and once you have poured your heart out. You can either burn the paper or rip it into a million pieces. This will help purge dark emotions.*

- *Another way to become aware of the shadow self is by looking at the emotional triggers that causes the sub-personality to emerge and express*

*itself. i.e., what caused the emotional outburst? This is where you need healing. Ask yourself what and why are you feeling this way? Write it down in a journal. Then accept your emotional outbursts and forgive yourself and the other party for it, without any judgement. Keep practicing this exercise and keep loving yourself unconditionally.*

*The goal for shadow work is to open the path of the unconscious and let the sub-personalities come out and express themselves in whatever form they choose. This includes writing, journaling, and drawing. If the process becomes too intense it is recommended to work with a professional licensed practitioner. People who have experienced serious mental and physical trauma seem to develop serious psychological cases and need professional help from a licensed psychologist. These cases should be referred to a licensed practitioner, and this type of serious cases are beyond the sphere of this course which deal with spiritual coaching and counseling.*

*Healing our inner selves is a continual process, and requires great diligence, self - acceptance, and unconditional love for ourselves. It requires that we allow ourselves to forgive and be forgiven and live a life of gratitude for it is love that will conquers all the darkness within. Therefore, look at everyday as a new chance to start anew and work towards making ourselves better than we were yesterday.*

### *Important Aspects of Inner Transformation*

*The process of inner transformation is a gradual process and takes time to become a part of our innate nature, but as you gradually begin to focus on these important elements of change, you can eventually succeed. The elements are as follows:*

***Forgiveness:** The concept of forgiveness is so profound that it can change our whole life. The forgiveness that I am talking about goes beyond the original concept of forgiveness. It is the concept that includes everything in our life down to the minisicule detail. Forgiveness is an important aspect of our inner map of transformation and soul development. Our inner world is reflected to our outer world. To make positive changes and heal our outer world, we need to heal and change our inner concepts and validations. Sometimes to create a new life for ourselves we need to let go of the old concepts that are holding us back, they can only be released if its karma is released. This can only happen when we learn to forgive graciously, and with sincerity, and when this has become a daily and comfortable habit, then the next truth can be put in action.*

***Respect**: The second important element of Inner transformation is respect for all life and do no harm attitude, with do right.*

*"All life deserves respect, dignity, and compassion." Anthony Douglas Williams, Inside the Divine Pattern*

*Respect has many aspects to it, such as Self-Respect means giving value to oneself – Holding yourself with honor and dignity. This means doing / speaking your truths with honor and dignity, without degrading yourself. This concept also includes first and foremost to take care of yourself and your physical and emotional needs. When you are at peace with yourself, then you can give the best of yourself to others. If you cannot love and respect yourself first, how can you love and respect others. Furthermore, do not allow others to treat you badly, and with disrespect. This includes do not allow others' such as family members, spouse, friends, colleague, and others around you to take advantage of you. Here is where you need to set up healthy boundaries. Be courteous, friendly, helpful but to a limit. No one can be the martyr all the time. When you show respect for yourself, it will reflect in your outer demeanor and people will respect you. An important aspect of Self-Respect is to hold yourself worthy of being treated well, and that you deserve all the good things in life, just like anyone else. If someone treats you unfairly or talks to you in a demeaning way. It is your duty to tell them so, in a firm, assertive manner.*

*Respect for Others include simple things such as, respecting other's boundaries, by respecting others' rights to be themselves and you do not attempt to control or change them in word or action. You should not give unsolicited advice to other adults. You respect the human right of free-will, to run their own lives as they see fit, so long as it does not adversely affect the life of others. Respect others' opinions, and listen to them attentively, and letting them speak. For example, if you are in a relationship*

*with someone, it is important to maintain a healthy respectful nature between each other. Your partner should respect you and vice versa. All types of relationships should be based and built on Respect. This includes colleagues, family, parents, friends, neighbors, bosses etc. All relationships should be based on equal respect for each other.*

*"Let us develop respect for all living things. Let us try to replace violence and intolerance with understanding and compassion and love." Jane Goodall*

*Respect for the Environment includes not abusing the land, trees, oceans, and places around us.. Do not pollute the waters with toxic materials. Reduce your food waste, reduce the use of plastics. Recycle items that can be recycled. Reduce your geographic footprint. I know some of these things might be hassle for some, but if everyone does their share, bit by bit we can make the world a better place for us and our future generations. Just by conscious awareness, and caring we create a synergy of transformation within us- this is doing no harm and doing right, which lead to right living. In addition, Respect for all life in simpler terms also means do no harm to all and everything around you. That is the best we can do, and we strive to become perfect every day.*

***Accepting Yourself as You Are Right Now:*** *Another important point that is essential for Inner Transformation is self-acceptance of ourselves and situations, so we can move on from our current state. Accept yourself unconditionally, you are perfect, you are divine. We are all created from the Divine Essence of God; therefore, we are all divine and perfect as we are and strive to become better every day. Remember to affirm acceptance by saying, "I accept myself just the way I am right here and right now, including any so-called faults of mine. I work on myself every day to be better than I was yesterday. I choose to feel good about myself, and who I am becoming every day. Always accept yourself without any conditions or compromise. You are all that you think and believe about yourself. Each one of us has many faults that we would like to improve. That is fine. Begin by accepting yourself as you are and then make the appropriate changes in your life.*

*To overcome, low self-esteem and them-esteem issues learn to concentrate on yourself, your expectation and what you want. Instead of what other's want from you. It is always good to help others, but not at your own expense. Some sacrifice is fine, but no one can be a martyr all the time, eventually it will (the deprivation) will get to you and become a problem (such as a shadow, sub-personality, etc.). Learn to love yourself, nourish, and give yourself what you need. You deserve the same good things as anyone else. Find a healthy balance between giving of yourself. Be free, self-sufficient in everything and not dependent on anyone else for anything.*

***Other points to build your self-esteem:***

a. *Do not compare yourself to others as this creates them-esteem & jealousy. Jealousy is a selfish act that destroys relationships and causes harm to others. When someone becomes jealous over someone, it is usually because they feel threatened, they will lose if they do not have what the other has. They feel deprived and feel that they must have what the other has or they will not survive. This causes them to behave in a selfish, mean*

   *way. This is a classic case of them-esteem. The jealous person feels that they will gain the approval of others by having the thing that they are jealous over. If you are self-sufficient, you will know that you can get what you want by making your own efforts. If you have healthy self-esteem and high regard for yourself, which is based on internal expectations, and validations-you will never feel jealous.*

b. *Avoid negative self-talk and use positive words, affirmations every day to build your self-esteem.*
c. *Learn to take and give compliments.*
d. *Find something to be proud of each day. Pat yourself on the back for doing the right thing or doing something good.*
e. *Smile a lot, and remember common courtesies such as 'Thank You,' 'Your Welcome!'*

*"Acceptance…is a simple recognition of the truth that this is the way things are in this moment." John Kirkwood, LesleyPyne.co.uk*

***Responsibility for Yourself & For Your Actions:*** *Accept responsibility for your actions, past, present, and future, learn the lesson and move on. This is no way means to accept unjust acts, or morally incorrect behaviors, it means if something bad has happened to you, then learn the lessons, resolve the problems in a healthy, logical way and move on. Being responsible for your actions is the foundation upon which your success in life exists. It is imperative to know that you are accountable for all your actions, and choices. Everyone is responsible for themselves. Accept responsibility for our past by accepting and learning from the consequences of our past mistakes. This means that once we learn the lesson, we also take positive action to correct our past mistakes, and make amends if possible, and then move forward without guilt.*

*Another important aspect of self-responsibility is to not expect others to do for you which you can and should do for yourself. As a responsible individual do things for yourself, do not burden others unnecessarily. This also include to, do not do for others that which they could and should do for themselves. This does not mean do not do things for other rather it means not to make others dependent on your help that they start taking advantage of you. Exp. You should not perform routine chores and tasks for someone who should and could do it themselves. Everybody needs to do their share.*

***Gratitude:*** *Gratitude is a strong appreciation for a good action, it is a state of thankfulness and gratefulness. Fear, anger, bitterness, mistrust, hatred, envy, jealousy, these block our inner light that we are born with. We are all born believing, as we grow and experience life, our inner lights begin to dim, a disappoint, a hurt, begins to mark us. Evil takes the shape of all of life's ills such as sadness, grief, anger, pain, hatred, the desire for revenge, the harassment of others etc. That is when we forget to be grateful for what we still have. When we are in a state of gratitude, we overcome our inner fears, sadness, anger, and griefs, then we open the doors to let the light in, becoming peaceful after a stormy day. Good can be attained through the action of forgiveness, and life's ills and the darkness of evil can be endured by acceptance. An example is, when we accept the loss of a loved one, or a tragedy, disappointments in life,*

*and let it be. It has happened, mourn, and then accept the loss and move on, then all your anger and sadness will melt away and you will become peaceful once again.*

*"O God of the silent places, who hears our most secret thoughts and dost understand our hidden wants beyond our power to pray, do give each of us what we most deeply need." Earlyne Chaney*

# *Introduction to Meditation*

## *By Dr. Saiyra N Akbar and Dr. Shahir A. A.*

*Meditation is a tool to enhance and change the way we think and feel about ourselves. No one can change the way we think and feel but our own self. When we have the right tools, we can transform our misery into happiness. Meditation means to still the mind, that is to teach it to become still.*

*www.innerpeacemeditation.org/meditation-instructions.html states that,*

*"You learn to meditate by meditating. The silence and stillness you experience in meditation and the increased happiness and diminished stress you experience outside meditation are so attractive and welcome that you naturally teach yourself how to go deeper into that silence and stillness each time you meditate."*

*The purpose of meditation is to understand ourselves and how our mind works. This can be done by stilling the mind, relaxing the body and calming the senses. By the practice of regular meditation, a relaxed state is achieved opening your mind and being to new ideas and creativity, to live life to the fullest in a peaceful, joyful, and satisfied way. Our minds and hearts open to new possibilities. What is the meditation? It is contemplation in silence. To silence the chatter in our minds. When we can move past this obstacle (chatter) we are able to connect us to our inner source of light and knowledge. This is where we can find answers to all our problems. Roy Eugene Davis explains in his book "Master Guide to Meditation and Spiritual Growth", that,*

*"For meditation to be effectively experienced it should be understood for what it is and practiced with that understanding. The procedure is easy to learn and enjoyable to practice. Easy because natural; enjoyable because it provides the satisfaction of measureless peace along with progressive unfoldment's of innate spiritual qualities and capacities, it allows direct access to subtle and fine levels of awareness and to fields of knowledge corresponding to them. Participation in the meditation process yields beneficial results in proportion to the attention we give to it. The determining factor of results is right, regular practice with alert, attentive responsiveness to unfoldment that occur. Marginal benefits will be experienced because the physical relaxation and mental quieting, so that even beginning meditators will notice general improvements in mental attitude and overall well-being."*

## *History of Meditation*

*All cultures and religions have been practicing meditation for centuries. Connecting with the Divine, God, a Higher Power, the Great Spirit has been an important part of humanity's beginnings and evolution. Every culture religion and civilization have practice meditation in its many forms. The Hindu practice yoga the Buddhist practiced the eightfold path the four noble truths and the middle way to attain an enlightened, meditative state. The Jews practice their meditation by the practice of kabbalah and used the chanting of God's sacred names through their Shema meditation.*

*The Muslim practice meditation through their five prayers a day. They also have a mystical sect called Sufism. The Sufis practice life through spiritual development through mystical meditative techniques by meditating on moral stories, God's sacred name, and Zikr. Zikr meditation is a form of cosmic circular movements to bring about a blissful state.*

*The Christian meditate upon the "Lord's Prayer" by Jesus. Some also use specific words from the "Lord's Prayer" to meditate on to bring about a close connection to God. Christians also practice prayer by first confessing their sins, then adoration and thanksgiving. Their meditation practices include contemplative prayer by going deep within oneself by achievement of a still mind, while heart and body are in a state of renunciation and humility. This is when God or Divinity within becomes unveiled. Prayer and chanting of sacred words are the most common of all religions and cultures.*

*The Tibetans practice meditative states through their lifestyle, by the act of prayer and through practicing love and compassion for all living beings. Their most common practice for meditation is "Tonglen", which concentrates on taking the pain & suffering of others and transforming them into well-being love, happiness, and then the transformed feeling of love, and well-being is sent back to them.*

*The Chinese, Japanese follow the way of the Tao. They contemplate on the Yin Yang symbol. The Native Americans follow deep meditative practices such as dance rituals, vision quests and shamanic trance states through smoke and herbs. The Africans practiced meditation through sacred rituals and meditating of sacred symbols and pictures.*

*It is our birth right to live a life without pain and suffering, and this can be achieved by learning how to achieve a sound mind and body. A sound mind and body can be achieved through meditation. When we meditate, we can ease our tension and stress. Our minds become relaxed and heart rate is lowered. This induces a calm full state of being, which is the beginning of a healthy lifestyle.*

*Meditation is beneficial in preventing and healing many diseases, and mental disorders, such as depression, attention deficit disorder (ADD), alcoholism, heart*

*disease, hypertension, insomnia, ulcers. These conditions all have their roots in stress depression and anxiety. The negative thoughts associated with stress and anxiety create imbalance in our natural energetic states, which eventually leads to distortion of our natural energy (chi), resulting in diseases. By regulating our breathing patterns and*

*calming our senses, we can begin to heal ourselves. The benefits of meditation are numerous, the following are a few.*

- *Rejuvenation*
- *Stress/depression/anxiety is lowered.*
- *Youthful appearance*
- *Vitality is increased*
- *Blood Pressure Lowered*
- *Decrease in heart diseases*
- *Asthma is decreased as breathing is regulated*

*To start any meditation practice it is essential to create a mindset to do it. I will explain some basic types of meditation for beginners. It may well be noted that even taking some time from your busy schedule to pray brings on the same benefits as a session of meditation.*

***Meditation I***

- *Begin by sitting or lying in a relaxed position.*
- *Let the breath flow in and out.*
- *Just focus on breathing, Inhale & Exhale. Inhale & Exhale.*
- *If thoughts arise let them pass by and bring your attention back to your breath again.*
- *Do this for 10 minutes a day and increase as you feel more comfortable.*

***Meditation II***

- *Start with 2-3 minutes a day for one week. Gradually increase by 2-3 minutes every week or every other. Whatever makes you comfortable.*
- *Do not worry on how to meditate just start doing it.*
- *Start by breathing in and out. Count your breaths.*
- *Follow your breathing.*
- *If your mind wanders, just bring your focus back as soon as you realize it.*

- *If you desire to add a positive affirmation, a short phrase, prayer, or even a word. Silently repeat this it will help bring focus.*

*www.innerpeacemeditation.org/meditation-instructions.html states that,*

*"If you find that sitting quietly is difficult for you for any reason then give up meditating with a mantra and instead consider doing yoga, tai chi, walking or running to relax your mind."*

*For more advanced meditation techniques you can use the following.*

***Meditation III – Pranayama Technique***

*Before I relate the meditation, let me explain what Pranayama is. Prana means breath and pranayama means to control the breath. The website www.yogapoint.com/info/pranayama.htm states that,*

*""Pranayama is control of Breath". "Prana" is breath or vital energy in the body. On subtle levels prana represents the pranic energy responsible for life or life force, and "ayama" means control. So, Pranayama is "Control of Breath". One can control the rhythms of pranic energy with pranayama and achieve healthy body and mind. Patanjali is his text of Yoga Sutras mentioned Pranayama as means of attaining higher states of awareness, he mentions the holding of breath as important practice of reaching Samadhi."*

*The best meditation technique is usually achieved through controlling the breath. One can achieve a still mind, a relaxed body, altered states of mind (consciousness). The inhalation and exhalation process is where the key to meditation lies. The place between inhalation & exhalation is the place where the Divine Truth and nirvana is achieved. The following is the Alternating Nostril Breathing Meditation, which assists in clearing the circulatory system, it clears the channels for proper circulation.*

- *Sit or lie in a relaxed position.*
- *Begin by taking deep breaths, inhale & exhale several times.*
- *Still the mind. If a thought arises, let it pass, bring your focus back to your breath.*
- *Now take your right thumb and close your right nostril with it. Inhale with the left nostril.*
- *Then close your left nostril with your ring finger and remove your right thumb from the right nostril and release the right nostril and release the breath slowly.*
- *Now take your right thumb and close your right nostril and release the ring finger from the left nostril and let the breath out.*
- *Repeat this 5 times.*
- *Then relax.*

*10. Open your left nostril and release breath slowly through the left side. Pause briefly at the bottom.*

*11. Repeat 5-10 cycles, allowing your mind to following your inhales and exhales.*

*Another breathing method that is beneficial for releasing emotional & mental thoughts and detoxification is the following:*

- *Sit in the lotus position or lie straight in a comfortable position.*
- *Begin by taking a few deep breaths.*
- *Now inhale by breathing in from the abdomen and count to four breaths and hold breath for sixteen counts (multiply by four the number of breaths taken)*
- *Then slowly let out your breath in eight counts (half the held breaths and double the number of breaths taken).*
- *Repeat five times*
- *Increase or decrease as needed.*

*Achieving a still mind is the hardest thing to do. But it can be done, given time and practice. To achieve a still mind it is important to stop the incessant chatter of your mind. That is to become free of your thoughts for a few minutes. This can be done by the practice of letting go of your thought. When a thought arises, just let them pass, sit quietly, and try not to do anything about it.*

***White Light Meditation***

*The best way to protect yourself from negative energy is with white light. The following is a simple technique to practice white light meditation:*

- *Sit, or lay on the floor and close your eyes.*
- *Imagine white light warming and engulfing first, your Crown Chakra and bathing your eyes in light. Let the white light warm your mind and relax and release all thoughts.*
- *Move the white light down the chakras and let it fill each one with white light. Allow the white light to massage each chakra. Finish at the root chakra.*
- *Then allow the white light to engulf your entire being. This protects your aura from negative energies and allows your "psychic defense" to come into play.*
- *This can be done at any time, in any place. Just close your eyes and visualize this white light protector.*

***Walking Meditation***

*Walking meditation Is another great meditation style to incorporate in your daily life. Thich Nhat Hanh, a Vietnamese Buddhist monk and Zen Masters, popularized walking meditation as a form of mindfulness meditation. It is like the meditation, the Christian monks used, as they performed their daily tasks. Thich Nhat Hanh explains the concept of conscious breathing by counting your steps, while walking. In his book Walking Meditation, he says that,*

*"Meditation is not meant to help us avoid problems or run away from difficulties. It is meant to allow positive healing to take place. To meditate is to learn how to stop being carried away by our regrets about the past, our anger or despair in the present, or our worries about the future. By practicing the art of stopping, we can enter the present moment and be nourished by the beauty and wonder of life in and around us: the smell of flowers, the warmth of sunshine, the color of the sky. To practice mindfulness is to begin to realize that we have a choice-to stop and rest or run, to be angry or happy. Once we choose to stop, everything will be okay. Before learning walking meditation, we begin by learning how to breathe mindfully. This is the best way to help us learn to rest and stop. When we breathe and know that we are breathing, our wandering mind begins to rest on the pillow of our breath. A feeling of calm and ease then naturally arises. The fundamental practice of conscious breathing meditation is to nourish your mindfulness and learn how to keep it present, alive, and strong. When you learn how to generate the energy of mindfulness and allow it to penetrate everything you do, understanding, compassion, and loving kindness will naturally flower in you. At the beginning you may think that you are practicing mindfulness only while walking, but then one morning you might make some tea; you pick up the mug and suddenly you smell the tea more keenly than ever before. And as you take a sip, the tea becomes*

*more delicious because the energy of mindfulness that you have developed allows you to taste it more directly and deeply. Your breath is part of your body, so when your mind is in touch with your breath through mindful breathing, it is also in touch with your body. True rest and peace are the natural result of conscious breathing in which body, breath, and mind come into unity."*

*In the same book, Thich Nhat goes on to explain that one can practice conscious breathing while standing, lying down, walking, and even jogging or running. A conscious breathing technique is breathing in deeply through your nose and breathe from the abdomen, feeling the rise of your abdomen and saying, "In One." When exhaling let your abdomen fall slowly and saying, "Out One." Continue this for ten breaths. This technique brings about focus and teaches one to cultivate mindfulness.*

*Mindfulness meditation can be practiced with any activity, having one-pointed attention on walking, cooking, or gardening. Staying fully present in whatever you do is the important aspect of this meditation practice. The goal of mindfulness meditation is to find joy in one's own life, and to develop love and compassion for all forms of life. Those who connect mindfulness with the presence*

*of God in everything they do can experience what St. Paul describes as "Praying Ceaselessly".*

### *Conclusion*

*There are many ways to meditate. It can be done in simple stillness, or praying or in movement like the Sufi mystics, or through the rhythmic beat of the Native Americans. Whatever method you choose to follow all have a similar goal. To still the mind from all external and internal influences. To let the mind, focus on a single point creates an expanded sense of awareness. To bring this state and wisdom of inner knowing and peace into your daily life so you can create a better world around you and live-in peace and harmony.*

## *Introduction to Meditation Exam*

1. *Meditation means to still the mind, that is to teach it to become still.*
   *T F*

2. *By the practice of regular meditation, a relaxed state is achieved opening your mind and being to new ideas and creativity, to live life to the fullest in a peaceful, joyful, and satisfied way.*
   *T F*

3. *Pranayama is control of Breath". "Prana" is breath or vital energy in the body. On subtle levels prana represents the pranic energy responsible for life or life force, and "ayama" means control. So, Pranayama is "Control of Breath". One can control the rhythms of pranic energy with pranayama and achieve healthy body and mind.*
   *T F*

4. *To achieve a still mind it is important to stop the incessant chatter of your mind. That is to become free of your thoughts for a few minutes. This can be done by the practice of letting go of your thought.*
   *T F*

5. *The best meditation technique is usually achieved through controlling the breath. One can achieve a still mind, a relaxed body, altered states of mind (consciousness).*
   *T F*

6. *The inhalation and exhalation process are where the key to meditation lies. The place between inhalation & exhalation is the place where the Divine Truth and nirvana is achieved.*
   *T F*

7. *The benefits of meditation are numerous, some of which are, rejuvenation, stress/depression/anxiety is lowered, youthful appearance, Vitality is increased*
   *blood pressure Lowered, decrease in heart diseases, asthma is decreased as breathing is regulated.*
   *T F*

8. *Thich Nhat Hanh, a Vietnamese Buddhist monk, and Zen Masters, did not popularize walking meditation as a form of mindfulness meditation.*
   *T F*

9. *The Sufis practice life through spiritual development through mystical meditative techniques by meditating on moral stories, God's sacred name, and Zikr. Zikr meditation is a form of cosmic circular movements to bring about a blissful state.*
   *T F*

*10. The Christian meditates upon the "Lord's Prayer" That was thought by Jesus. Some also use specific words from the "Lord's Prayer" to meditate on, to bring about a divine connection to God. Christians also practice prayer by first confessing their sins, adoration, and thanksgiving. Their meditation practices include contemplative prayer by going deep within oneself, by achieving a still mind, while heart and body are in a state of renunciation and humility. This is when God or Divinity within becomes unveiled.*
*T F*

*11. The Tibetans practice meditative states through their lifestyles, by the act of prayer and by practicing love & compassion for all living beings. Their most common practice for meditation is "Tonglen" which concentrates on taking the pain & suffering of others and transforming them into well-being love, happiness.*
*T F*

## *The Art of Visualization*

***By Dr. Saiyra N Akbar and Shahir A. A.***

*Visualization is a technique that brings the imagination alive, as the senses move to create an inner reality. Visualization is the ability to create an image in the mind. Whatever we think we can see it in our minds. This skill can be used to build a happy inner world. The ability to relax and visualize is a tool that can be used in many different types of therapies. The purpose to use visualization as a tool of self-transformation is to heal our inner selves by changing our views, our perceptions of*

*the world around us. By changing our inner landscape, we can also change our outer landscape.*

*The website https://en.wikipedia.org/wiki/Visualization_(graphics), describes visualization as.*

*"Visualization is a technique for creating images, diagrams, or animations to communicate a message. Visualization through visual imagery has been an effective way to communicate both abstract and concrete ideas since the dawn of humanity. Examples from history include cave paintings, Egyptian hieroglyphs, Greek geometry, and Leonardo da Vinci's revolutionary methods of technical drawing for engineering and scientific purposes."*

*Visualization techniques teach us how to use our mind to achieve success and reach our goals by using our imagination. Using visualization on a regular basis helps to focus your mind on what you want. For example, one of the problems many people face when seeking to achieve a certain goal is that they lose focus, becoming distracted by the mundane tasks of everyday life. To attain a goal, one would need to visualize on a regular basis. You would set aside some definite time each day, in a calm and serene environment. Then just sit or lie comfortably and focus your mind to achieve that goal.*

*To perfect a skill many athletes, use visualizations before a big game, they imagine and perfect all the moves in the mind through the act of visualization. Many martial artists imagine and visualize their moves in their mind as a daily practice routine. There are many ways to use visualization to improve ourselves. You can use them in your professional, and personal life to achieve a project or goal you set out to do. Visualization can also be used in meditation to enhance the benefits of relaxation and to bring us to full realization of who we really are and what our purpose in life is. It can be performed lying down or sitting in an upright position. This can mean we can help ourselves to feel better when we are tired, and depleted, or in stressful situation it can create a calm and relaxed state. Shakti Gawain says in her book, "Creative Visualization," that, "Creative visualization is the technique of using your imagination to create what you want in your life."*

*Gawain goes on to explain that imagination is the ability to create an idea, a mental picture, or a feeling sense of something. In creative visualization you use your imagination to create a clear image of what you wish to manifest. Then you continue to focus on the idea, the image regularly until it becomes a reality. In "Creative Visualization", Shakti Gawain says,*

*"Your goal maybe on any level-physical, emotional, mental, or spiritual. You might imagine yourself with a new home, or with a new job, or having a satisfying relationship, or feeling calm and serene, or perhaps with an improved memory and*

*learning ability. Or you might picture yourself handling a difficult situation effortlessly, or simply see yourself as a radiant being, filled with light and love. You can work on any level, and all will have results…"*

*Visualization can be enhanced by the practice of engaging in affirmations. Which allows us to begin replacing some of our states, worn out, or negative mind chatter with more positive ideas and concepts. It is a powerful technique one which can in a short time transform many of our attitudes and expectations about life, and thereby help to change what we create for ourselves. Affirmations can be done silently, spoken aloud, written down, or even sung or chanted. Even ten minutes a day of repeating effective affirmations can counterbalance years of old mental habits. If you become aware that you are repeating habitual negative thought-patterns or attitudes, try saying the affirmation to yourself a few times right then and there."*

*The following are some positive affirmations that you can use daily, to improve your life:*

- *I am at peace or Peace to my mind.*
- *I am loved.*
- *I am beautiful.*
- *I am balanced in my creative flow.*
- *I lovingly release the past. They are free and I am free. All is well.*
- *I love and approve of myself.*

*Another important aspect of affirmation is to affirm with positive words and statements such as do not say, "I no longer eat unhealthy foods." Rather say, "I eat healthy foods and I make healthy eating choices." This way you will be creating a positive visualization scenario, and a positive mental picture.*

*It has been said that the mind is ever-expanding consciousness, which means we can imagine anything and everything. Nothing can be visualized that we have already not experienced. We have an infinite variety of memories to choose from. Our life happens in our heads; therefore, we should work to create a more harmonious inner landscape. The choice is ours.*

*The following is a visualization exercise to open your connection to your higher self.*

- *Sit or lie in a comfortable position.*
- *Close your eyes and take some deep breaths in through your nose, hold them for a moment, then release them slowly through your mouth.*
- *Inhale through the nostrils, exhale through the mouth*
- *As you inhale, expand your abdomen.*
- *As you exhale, pull your abdomen in.*
- *As you exhale, open the lips slightly so that you are emitting a quiet, slow steady stream of breath.*

- *You must concentrate closely on this for it is one of the most important factors in gaining the utmost factors in gaining the utmost value from the exercise.*
- *You will be unable to breathe many of these slow breaths in the beginning, which is to be expected. This is all right.*

*Doing this meditation will bring silence to your mind and begin to open a connection with the universal energy and higher self.*

## *Removing Blocks*

*A mental and emotional block is the place where your thoughts and emotions have become frozen, that is they are not in flow with the rest of you. In most cases, blocks come about through repressed feelings generated by trauma, anger, sadness, guilt, fear etc. These emotional events cause the individual to close their feelings and thought processes in that moment. To release the blocked energy (mental and emotional) you need first need to accept those feelings, and then resolve the feeling through acceptance, forgiveness and letting go.*

*Every one of us has bought into these negative thinking patterns to some degree at some point in their life, and this is what drives our personality daily. To change our negative thinking patterns, we need to first and foremost realize that these negative ideas are just that, ideas, not reality yet. Ideas can be changed-thus beliefs can be changed. They may be the truth at some point in your life, but they are not set in stone. The important thing to realize is that they are only beliefs; they have no objective truth. The most powerful thing you can do is to change your own beliefs about the nature of life, people, and reality, and begin to act accordingly.*

*Shakti Gawain describes a technique to remove mental and emotional blocks, which is as follows:*

## *Technique I*

- *Take a piece of paper and write at the top, "The reason I can't have what I want is ...," then immediately begin to write a list of any thoughts that come into your head to complete the sentence. Do not take too much time to write your answers, and do not take it too seriously. Just quickly write down about twenty or thirty things that come to you even if they seem silly or stupid. A sample list might start like this:*

  *The reason I cannot have what I want is...*
  *I am too lazy.*
  *I do not have enough money.*
  *It does not exist.*
  *I have tried before, and it never worked.*
  *Mother said I could not.*
  *I do not want to.*

*It is too hard.*

*I am afraid to.*
*John would not like it.*
*It is too much fun. And so on…*

### *Technique 2*

- *Try the same exercise, only this time specifically name the thing that you want. For example, "The reason I can't have a good job is…" and proceed as before. Now just sit quietly for a few minutes with your list and see whether any of the thoughts you have written down ring true for you…. That is, whether in some way you believe them. Just try to get a sense of what kind of limitations you put on yourself and your world.*

# *The Art of Visualization Exam*

1. *Visualization is the ability to create an image in the mind. Whatever we think, we can see it in our minds. This skill can be used to build a happy outer world.*
   *T F*

2. *To perfect a skill many athletes, use visualizations before a big game, they imagine and perfect all the moves in the mind through the act of visualization.*
   *T F*

3. *Mental training such as regular visualization rehearsals does not improve our skills and fast-track us towards our goals.*
   *T F*

4. *Visualization can also be used in meditation to enhance the benefits of relaxation and to bring us to full realization of who we really are and what our purpose in life is.*
   *T F*

5. *You can also use mantras, sacred words, and affirmations to increase the power of your visualizations.*
   *T F*

6. *It has been said that the mind is ever-expanding consciousness, which means we can imagine anything and everything.*
   *T F*

7. *A mental and emotional block is the place where your thoughts and emotions have become frozen, that is they are not in flow with the rest of you. In most cases, blocks come about through repressed feelings generated by trauma, anger, sadness, guilt, or fear.*
   *T F*

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# *Interpersonal & Social Skills*

***By Saiyra Akbar***

## *Human Skills*

*Human skills are essential in today's world and workplace where we spend most of our day. One of the most common human skill is adaptability. Being able to adapt to any situation will allow to cope better with co-workers, family, and friends. This is especially true in workplaces where working with others might be a difficult task. Being flexible and adaptable will create a peaceful and productive work environment. It will also enable one to get along with co-workers and create a successfully company culture. Another important human skill is having interpersonal skills, which allows one to interact with others in compassionate and cooperative manner. Being able to create good relationships with co-workers, family and friends is necessary for day-to day interaction. This would include characteristics like empathy, respect, and cooperation. Another important human skill is communication. There are many types of communications that we participate in during our daily interaction with others. This we will talk about in the next section. Suffice it to say that having communication skills will create a dynamic professional and personal environment. Thus, learning all these skills is another vital aspect of human skills. Keeping yourself open to learning and new ideas, will create a better quality of living and being.*

## *Social Skills*

*An important part of Social Skills is communication skills which is generally understood to be the art or technique of persuasion using oral and written language. To understand the basics of communication skills, one needs to understand that communication is one of those words that are most hyped in contemporary culture. It includes many experiences, actions, and events; Also, a variety of happening and meanings, as well as technologies. It is a known fact that poor social and communication skills will put a strain on many relationships. Lack of communication is the primary reason for most mistakes, frustrations, and failures. It is no secret that those who have excellent communication and people skills tend to be more successful. Therefore, study these concepts thoroughly until these concepts have been mastered.*

***Verbal and Non-Verbal Social Skills***

*Verbal communication uses words to share information with others. These words may be both spoken and written. When developing verbal communication skills, it is essential to use a strong, confident speaking voice. Use professional, powerful words to communicate your feelings, and what you are trying to convey. Especially, when presenting information to a group of people, be sure to use eloquent, professional words and language, along with a strong voice so that everyone can easily hear you. Be confident when speaking so that your ideas are clear and easy for others to understand. Avoid using word filler such as "um," "like," "so," or "yeah." While it might feel natural after completing a*

*sentence or pausing to collect your thoughts. It can also be distracting for your audience. Try presenting your presentation, speech to a friend or colleague before presenting it to an audience.*

*Another important component of developing verbal skills, is through focusing on active listening skills (as discussed above). Being present in the moment and intently listening to and hearing others. Active listening skills are essential when conducting a meeting, presentation, or even when participating in a one-on-one conversation.*

*Developing effective non-verbal social skills is by improving the use of your body language, gestures, and facial expressions that convey information to others. Non-verbal communication is usually spontaneous, and It can be used both intentionally and unintentionally. For example, you might smile unintentionally when you hear a pleasing or enjoyable idea or piece of information. Non-verbal communication is helpful when trying to understand others' thoughts and feelings. If they are displaying body language, such as crossed arms or hunched shoulders, they might be feeling anxious, angry, or nervous. If they are displaying body language with both feet on the floor and arms by their side or on the table, they are likely feeling positive and open to information. Other examples include nodding their heads vigorously when saying "Yes" to emphasize agreeing with the other person. Or a shrug of the shoulders, a vague expression when saying "I'm fine", may imply that things are not fine at all. Your facial expression, your tone of voice, and your body language can often tell people exactly how you feel, even if you have hardly said a word. To develop non-verbal communication skills, it is important to become aware of your body language, gestures, and facial expressions when speaking with someone. Once you know where your weakness lies you can improve it to make it your strength.*

*Some of the benefits of effective communication skills may include the giving and collecting of information, building contacts, clients and maintain good relationships with them, effectively express personal needs and understand the*

*needs of others, make sound decisions, and solve problems, anticipate, and predict behavior, and resolve conflict. Our daily life requires interaction with other people in different social settings. To be successful in your work and have meaningful professional and personal relations one needs to have good communication skills. Verbal communication is composed of four basic elements, which are words, voice, tone, and body language. These four elements have varying influences on the overall message that an individual is trying to convey. Some messages can be more influenced by words, some more by voice tone, and others by body language. Let us discuss each element and its importance.*

- ***Words:*** *Word choice is usually essential to the overall message. Certain words can hurt and leave deep wounds and lasting scars, while other words can bring joy, love, and show compassion. It is best to avoid stinging words, instead it is recommended by experts to use word softeners such as:*

  1. *I am curious... (keeping it open and light)*
  2. *Let us suppose... (Let us play here)*
  3. *Help me out here... (You will be doing me a favor)*

  4. *Let me ask you this... (Asking their permission more forcefully).”*

- ***Voice Tone:*** *We all use voice tone as part of our language. Watch your tone; Do not speak down to others.*

- ***Body Language:*** *Body Language is another important aspect of communication. Body language of a person sends a particular message that is read by others either consciously or unconsciously, which is why we sometimes get a certain “vibe” from people. To avoid sending the wrong message with body language, it is best to keep the following in mind:*

  - *Smile as appropriate and use proper facial expressions.*
  - *Look people in the eye when speaking to them.*
  - *Nod your head occasionally as you listen to people and, if sitting, lean into the conversation*
  - *Do not invade another’s personal space.*
  - *Refrain from pointing fingers when you are speaking to or are upset with others.*

*It is vitally important that your words, voice, tone, and body language are conforming, meaning in harmony with each other. You do not want to send mixed signals such as folding your arms while trying to have an open discussion, or short nervous giggles inserted between serious words, this implies a lack of confidence. Paying conscious attention to your own words, voice tone, and body language will help you to discover any areas in need of improvement, which will, in turn, help you to send the right message.*

*“The greatest compliment that was ever paid to me was when someone asked me what I thought and attended to my answer.” Henry David Thorea*

## *Listening Skills*

*Another important aspect of effective Social Skills is that we also have good listening skills. This implies that both parties have equal time, which means, one person speaks and the other person listens, then, they exchange roles. However, if one person dominates the conversation, it stifles the other person. If the foregoing describes you, then now is the time to listen and pay close attention! Take a deep breath and absorb this section on effective listening skills.*

*Poor listening skills are responsible for misunderstandings, creating problems, mistakes, and confusion among people. Leaders understand this and are, therefore, excellent listeners. If we talk and cut in during a conversation, when we should be listening, people will find it frustrating and annoying to talk to us because they never get much of an opportunity to express themselves fully. If this describes you, then release the need to talk too much; release the need to dominate conversations. Each person in a general conversation should speak and listen equally. Pay attention to your next conversation with someone and check to see if you tend to dominate the conversation and if so, try to listen with enthusiasm as much you can.*

*“The most basic of all human needs is the need to understand and be understood. The best way to understand people is to listen to them.” Ralph Nichols*

*There are several barriers to listening effectively. Some barriers to effective listening include tumult noise and mental noise. Tumult noises are loud noises, sounds that distract or prevent you from hearing and concentrating on a conversation. Mental noise are inner noises that distract you from effectively communicating such as:*

- *Interrupting, talking over the person*
- *Distracting thoughts or preoccupation*
- *Disinterest*
- *Prejudice*

*There are some things you can do to overcome these barriers. There must exist a harmonious balance when speaking and listening. Some tips for effective listening are as follows:*

- *Do not discuss anything when emotions are running high.*
- *Do not get distracted/preoccupied, keep your focus on the conversation.*
- *Do not interrupt let the person finish his or her thoughts.*
- *Do not think about what you are going to say next while the other person is speaking.*
- *Do not finish sentences for others.*

- *Show interest in the other person.*
- *Do not prejudge what another person is trying to say.*

*The following website describes the different barriers to effective communication and gives an example of how to overcome barriers to listening https://www.brighthubpm.com/resource-management/122339-effective-listening-10-barriers-and-how-to-overcome-them/,*

*"**Excessive Talking***

*Talking more than necessary is a barrier to effective communication. People hesitate to interact with a person who talks too much without listening to them. They may also get bored.*

***Try these tips to overcome this habit:***

- *Think before you speak, and do not speak if you have nothing important to contribute.*
- *Allow the other person to speak.*
- *Avoid interrupting when the other person is speaking.*
- *Be brief while conveying your thoughts.*
- *Observe your listener's reactions while speaking.*

***Prejudice***

*Prejudice is a preconceived notion or feeling, which is usually irrational. Prejudice is extremely dangerous and has the potential to bring animosity into the team and to break team spirit. The reason for a prejudice may be the speaker's race, religion, age, or appearance. A prejudiced person will not make any effort to listen and understand.*

***Overcoming prejudice while listening:***

*Respect the other person for his or her knowledge and skills, irrespective of the person's background. Make conscious efforts to take charge of your thoughts. Consciously avoid taking on an "I know what he or she is going to say" attitude while the other person is speaking.*

***Avoid Distractions:***

- *Face the person who is speaking.*
- *Maintain eye contact while the other person is speaking.*
- *Ensure that you are comfortable.*
- *Switch off your cell phone.*

## *Expecting Others to Share Your Personal Beliefs and Values*

*Everybody has their personal beliefs and value systems, and it is natural to want to apply them to others around us. Learn to appreciate that others do not*

*have to share your beliefs. In fact, their unique perspectives may shine light on problems and issues that you have not been able to deal with before!*

***Misunderstanding***

*The inability to hear correctly is one of the many reasons for misunderstanding. What a speaker is trying to communicate should be clear and understandable. If not, then you can ask them politely to explain or repeat what they are trying to convey. You may think that it is impolite to ask the speaker to clarify his words or intentions, but that is not the case at all. Most people will appreciate the fact that you are trying to understand what they are trying to say. (Exp. Just to make sure I heard correctly you said..., or Just to clarify you said...).*

***Interrupting***

*Interrupting a conversation with improper body language or inappropriate words will harm effective communication. Here are some tips to help you avoid this barrier to effective listening:*

*Listen without interrupting while the other person is speaking. If you seek to clarify something, use appropriate body language such as raising your hand or ask politely for more details (like "I am sorry to interrupt you...").*

***Faking Attention***

*The person who is faking attention is just "hearing" but not "listening." There may be some eye contact and the person may even be nodding, but the mind is elsewhere. The person may be thinking about what to have for lunch or what to wear for the party that evening. Faking attention is a habit for some people, but it conveys a lack of respect. Avoid this by staying focused on the conversation.*

***Try these tips:***

*Make it a habit to listen attentively. It is advisable to assume that the other person knows something that you may not know. Avoid thinking about how to reply when the other person is speaking....*

*Other common barriers to effective communication include highly charged emotions. A listener's may not be functioning at their optimum level when he or she is angry or sad. It is better to avoid conversations when you are angry or sad. Keeping calm will give you mental strength to face any situation. Taking a deep breath helps in overcoming anger and fear.*

*Great leaders, coaches, and managers are good listeners. Effective listening is a valuable skill that helps team members to achieve their goals efficiently and improves productivity. This skill is necessary to stay competitive in the professional job market and building a meaningful business relationships. Implementing the above-mentioned tips in your daily life, will also help in improving and maintaining personal relationships with spouses, family, and friends. It is*

*possible with self-examination and self-discipline one can achieve effective listening skills-Thus, effective communication skills.*

***Reference*** *"Listening Effectively," Wright State University, https://www.wright.edu/~scott.williams/LeaderLetter/listening.htm Webb, Michael, "Eight Barriers to Effective Listening," https://sklatch.net/thoughtlets/listen.html"*

*Another website gives an example of how barriers exist in communication and can cause critical situations to occur in the company.*

https://study.com/academy/lesson/barriers-to-effective-communication-definition-examples.html,

"*There are five key barriers that can occur within a company: language, cultural diversity, gender differences, status differences, and physical separation. These communication barriers are specific items that can distort or prevent communication within an organization. The ability for a company to recognize the communication issues and come to a resolution can drastically improve working conditions, sales, and organizational culture. Let us look at communication barriers through examples at Paint Your Face Cosmetic Company. Paint Your Face Cosmetics is a makeup company that sells products globally. They recently have had numerous excellent ideas for new product development but, for some reason, have been unsuccessful in bringing the final product to the marketplace. Additionally, there have been some problems with issues in the departments being hidden and not resolved, trouble within sales meetings, issues between office locations, and difficulties with language barriers. The CEO has a feeling that some serious communication issues are happening within the organization. A Paint Your Face Cosmetics product development specialist in Europe came up with a new idea, that used yogurt as a key ingredient for hair color products. The specialist spent time emailing the marketing manager in the U.S. with the idea, recipe, and product description. The market manager had difficulty getting her answers to product questions back from the specialist in Europe. Numerous nonverbal cues were missed due to the use of emails only. The final email response was interpreted by the specialist as that the manager did not like the product when, in fact, the manager did like the product but only had some concerns about price. The product idea was in danger of being lost. The CEO was able to intercede and suggest that the two employees establish a regular meeting via a video conferencing system to iron out the details of the product creation. Once the two employees were able to talk face to face, the product idea was able to move into final development very quickly."*

*The main issue here was a communication issue due to lack of face-to face communication, misinterpretation of the communication being conveyed. The two employees had a physically - separated work location, that led to misinterpretation of the actual issue, resulting in the difficulty to moving the project to the next level. In this case, technology (video conferencing) was used to solving this barrier.*

*Emails, phone calls, videoconferencing, and webcams can help eliminate the many misunderstandings and barriers.*

### *Assertive Communication*

*Another important aspect of communicating effectively is assertiveness. Assertiveness is the quality of being self-assured and confident without being aggressive. Assertive people are highly developed and enlightened simply because they continually work on themselves. They have a win-win attitude. Their motto is "I won't walk on you, but I won't allow you to walk on me either."*

*Assertive communication is characterized by a confident declaration or a viable statement without need of proof; Further, assertiveness gives validity and affirms the person's rights or point of view without being aggressive or threatening the rights of another.*

*The website https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/assertive/art-20044644 states that,*

"*Being assertive is a core communication skill. Assertiveness can help you express yourself effectively and stand up for your point of view, while also respecting the rights and beliefs of others. Being assertive can also help boost your self-esteem and earn others' respect. This can help with stress management, especially if you tend to take on too many responsibilities because you have a hard time saying no. Some people seem to be naturally assertive. But if you are not one of them, you can learn to be more assertive.*"

*Assertiveness is considered an essential life skill and recommended for adults and children alike. While not currently taught in schools, assertiveness is a communication skill that can be taught, and skills mastered effectively. Assertiveness is a method of advanced thinking where an individual speaks up in defense of their views. Assertive people are outspoken, and analyze information, details, and evidence and come to a sound, logical conclusion. Assertiveness supports creative thinking and effective communication.*

*In a nutshell, assertive communication is the ability to express positive and negative ideas, along with varying emotions in an open, honest, and direct way. It recognizes our rights while still respecting the rights of others. It allows us to take responsibility for ourselves and our actions without judging or blaming other people. It also allows us to work towards a mutually satisfying solution where conflict exists.*

*Assertiveness is expressing your thoughts, feelings, and opinions in a way that makes your views clearly understood by others, without putting down their thoughts, feelings, or opinions. It can be hard to do, but it gets easier with practice. In assertive communication, both individuals are equally important. Being assertive means having dignity and self-respect, being able to say no when justified without feeling*

*guilty, expressing your feelings, being able to change your mind, negotiating and reaching compromises when conflict exists, being able to make mistakes.*

*Some Barriers to Assertiveness include the fear of repercussions of acting assertively or may lack the skills to express themselves effectively. They may believe that they do not have the right to be assertive. Communicating assertively will not guarantee the other person will change his or her behavior and give you what you want, but it will help you establish limits and boundaries with others.*

*Assertive people respect boundaries-both their own as well as others'. They treat others' fairly, empathetically, and directly, and will not cross another's boundaries, but will not allow others to cross their boundaries either. Assertive people will never demean you or put you down. If they have an issue to discuss, they do so promptly and kindly. At times, they may be direct and firm, but never unkind. The following are some essential beliefs of assertive people:*

- *I have rights and so do you.*
- *I respect myself and I respect you too.*
- *I am good enough and so are you.*
- *I am valuable and worthy and so are you.*
- *Conflicts are opportunities to grow.*
- *I will not take advantage of you, but I will not allow you to take advantage of me either.*

*The benefits of being assertive are many, which are as follows:*

- *Healthy, Interdependent relationships,*
- *Enhanced communication skills,*
- *Enhanced self-concept and self-esteem*
- *Enhanced self-confidence*
- *Enhanced leadership*
- *Employee trust*
- *More career growth options*
- *Higher Income*
- *Less Stress*

*Assertive people send out vibes that reflect a confident, stable, personable, and rational demeanor. Their assertiveness empowers them to handle most situations appropriately and responsibly. This also helps them have better relationships with others.*

*There are six main characteristics of assertiveness skills in communication. These are:*

*1. Eye Contact: Demonstrates interest and shows sincerity.*

*2. Body Posture: Congruent (agreeing) body language will improve the significance of the message.*

*3. Gestures: Appropriate gestures help to add emphasis.*

*4. Voice: A level, modulated tone is more convincing and acceptable, and is not intimidating.*

*5. Timing: Use your judgment to maximize receptivity and impact.*

*6. Content: How, where, and when you choose to comment is probably more important than WHAT you say.*

*In Assertive communication it is Important to include "I" Statements, as it confirms and affirms your attention. Being assertive involves the ability to appropriately express your needs and feelings. This you can accomplish by using "I" statements. These indicate ownership, do not attribute blame, focus on behavior, identifies the effect of behavior, is direct and honest, and contribute to the growth of your relationship with each other. Strong "I" Statements Have Three Specific Elements: Behavior, Feeling, Tangible effect (consequence to you) For Example: "I feel frustrated when you are late for meetings. I do not like having to repeat information.*

*Furthermore, some techniques for assertiveness in communication are as follows.*

***1**. **Repeated Assertion:** This technique allows you to feel comfortable by ignoring manipulative verbal side traps, argumentative baiting, and irrelevant logic while sticking to your point. To use this assertiveness technique, use calm repetition, and say what you want, and stay focused on the issue most effectively. Some Examples would be;*

*"I have a great range of products to offer you"*
*"That may be true, but I'm not interested at the moment"*

*"Is there someone else here who would be interested?"*
*"I don't want any of these products"*

***2. Fogging:** This technique allows you to receive criticism comfortably, without getting anxious or defensive, and without rewarding manipulative criticism. To do this you need to acknowledge the criticism, agree that there may be some truth to what they say, but remain the judge of your choice of action.*

# *Social Skills*

***Name:*** _____

***Address:***

_____

***Student No:*** _____ ***Phone No:***

_____

1. *Good communication skills are without a doubt the most important skills anyone can posses.*
   *T F*

2. *Lack of communication is the primary reasons for most*
   _____
   A. *Mistake, frustrations, and failures.*
   B. *Good behavior*
   C. *Good relationships*
   D. *All the above*

3. *General communication is composed of four basic elements, that are*
   _____
   A. *Walking, running, swimming, talking*
   B. *Words, voice, tone, and body language.*
   C. *Feeling, thinking, acting, visualizing*
   D. *None of the above*

4. *Body language of a person sends a particular message that is read by others.*
   *T F*

5. *Barriers to effective listening includes*
   _____
   A. *Mechanical noise or mental noise*
   B. *Running*
   C. *Dreaming*

*D. None of the above*

6. *Assertive communication allows one to demean others.*
   *T F*

## *Public Speaking & Presentation*

***By Saiyra Akbar & Shahir A.A.***

*When an individual speaks publicly, they are communicating an important idea to the public. All forms of communication are expressions or ideas being conveyed to others. Effective communicating ideas can help within personal and business relationships, and career goals.*

*Public speaking skills rely greatly on your creativity, professionalisms, and self-confidence. When you write a speech or prepare a presentation, you think about the best framework persuasive strategy, and what approaches to use when communicating your message to the public. The following is a simple strategic plan for public speaking:*

1. *Practice and Prepare for success: Take time and practice your speech and presentation in front of family members, friends, or even a mirror. Make sure you are pronouncing the words correctly. The correct pronunciation and knowledge of what you are trying to say will give credibility to your message.*
2. *Overcome Nervousness and Stress: To overcome stage fright or fear of speaking publicly, practice in front of family members and friends. This will raise your confidence. You can also meditate or use positive affirmations and visualization exercises to reduce your anxiety. Self-hypnotism works to alleviate your fears. (the next segment will give you tips on how to use self-hypnosis) Remember fear is your own creation. Your mind has created feelings of fear through your stressed and fearful thoughts and emotions. Accept responsibility for creating it and get rid of it. Now Close your eyes and take a deep breath – Inhale and exhale completely several times. Just relax and let it all out. Now imagine all your tensions, all your tightness, and all your fears and worries are draining away. There is nothing to fear. Let the fear of Public Speaking dissolve out of you. Dissolve away any feelings of inadequacy. Say to yourself,*
   *“There is nothing to fear. I am having a conversation in front of family and friends. I am confident. I am relaxed, poised, charming, and optimistic. I will be completely free of fear, and this is so.” Repeat it as many times as you need it.*
3. *Your Presentation: Put all your energy and concentration into giving the audience the best presentation, speech. Begin slowly. Smile. Be Confident.*

*Use short sentences and pauses. Dress professionally and appropriately for the presentation. Stand up straight with your legs and shoulder slightly apart. Act naturally, use the proper gestures, nodding as needed, making appropriate hand gestures, etc.*

4. *Use Appropriate facial expressions and make eye contact with one person in the audience. Speak only with them. When you feel you have made a connection move to another member of the audience.*
5. *When making the speech or presentation, your tone, volume, and pitch should be consistent and balanced. Make sure you speak loud enough for the audience to hear you. Also, speak slowly*

*with short sentences and avoid using word fillers and distracting words such as, "yeah," "oh," "hmmm," or "You know."*

*It is important to practice, practice, practice. Present your speech in front of family and friends, anyone who is willing to listen, even a mirror will do. The more you practice the more you will get to know your topic intimately, the more confident your presentation will sound. Good Luck!*

### *Internet Resources for Interpersonal & Social Skills*

*https://www.impactfactory.com/library/assertive-communication-6-tips-effective-use*

*https://www.mindmeister.com/blog/students-guide-to-mind-mapping/#:~:text=%2015%20Mind%20Map%20Examples%20for%20Students%20,to%20understand.%20Old%20novels%2C%20highly%20scientific...%20More%20*,

*https://blog.smarp.com/top-5-communication-skills-and-how-to-improve-them*,

*https://en.wikipedia.org/wiki/Plagiarism*

*https://www.wright.edu/~scott.williams/LeaderLetter/listening.htm*

*https://sklatch.net/thoughtlets/listen.html*, *Webb, Michael, "Eight Barriers to Effective Listening,"*

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*http://www.thecoachingtoolscompany.comsofteners/*

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*https://www.therapistaid.com/worksheets/dbt-interpersonal-effectiveness-skills.pdf*

*http://ptgmedia.pearsoncmg.com/images/9780134193861/samplepages/9780134193861.pdf*,

# *Introduction to Self-Hypnosis*

***By Saiyra N Akbar & Shahir A.A.***

*"We have the ability to solve most, if not all, of our problems in life if we know-how. Self-hypnosis is one tool that can help us solve our problems and create better lives for ourselves." William W. Hewitt, Self-Hypnosis for a Better Life.*

*Hypnosis is a state of being, where the normal senses are brought into a trancelike state, to introduce an altered or different way of thinking and perceiving things. Suggestions given to a person under the state of hypnosis plays a vital role in altering perception and behaviors. Our normal senses are altered to lower our responses to normal circumstances. This brings us to trancelike states, where suggestions and new ideas are given and become more acceptable. In these altered states of consciousness, the attention becomes more acute and focused, allowing for change to occur. An altered state of consciousness can be used to promote positive outcomes. Such as changing negative behavioral patterns, stress, pain, weight management, and healing mental and emotional disorders.*

## *History*

*Franz Anton Mesmer is often considered the forefather of modern hypnosis theory. He was a German physician, had a strong interest in astronomy. He believed that there was an invisible magnetic force, a channel for energy, that could be transferred between all things in the universe. This magnetic energy coming from the cosmos could be harnessed by one person to influence the behavior of another. Mesmer called the result of this energy transference 'mesmerism'.*

*Mesmer's theory was ridiculed and considered nonsense, but his ideas still influenced many hypnotists. Rosemary Ellen Guiley, says in her book, "Harper's*

*Encyclopedia of Mystical & Paranormal Experience," that Mesmer Anton Franz, was a "Flamboyant, German healer, whose method of laying on of hands and giving suggestions to patients led to the development of therapeutic hypnotism. Born at Iznang on Lake Constance, Germany, around 1734, Mesmer initially intended to enter the church. He discovered a gift for mathematics and science and decided to study medicine at the University of Vienna. There he interpreted the prevailing theory of the times that a magnetic fluid permeates and links all things and beings, including human beings, on earth and in the heavens. The idea of such a fluid or force was not new but dated from ancient times in both East and West. It is the approximate equivalent of the Hindu prana, the Chinese chi, and the Japanese ki. Paracelsus believed in such a force. J.B. Van Helmont, a late sixteenth-century scientist, put forth the theory that all humans radiate a magnetic fluid, which can be used to influence the minds and bodies of others through will."*

*Today, however, hypnotism has been accepted by conventional medicine to treat several problems including, relieving stress and therefore high-blood pressure, migraines, sleep disorders, and helping people to beat addictions, such as smoking. Furthermore, self-hypnosis can be used to help boost self-esteem and personal confidence as well as to overcome related problems, such as a fear of*

*public speaking. Today, hypnosis and self-hypnosis is taught in many colleges and universities worldwide and has become a widely known complementary medical technique.*

### *The Approach to Self-Hypnosis*

*Hypnosis works by suppressing conscious thought and bringing the subject into an unconscious state of being, then the suggestion is given, altering the unconscious thought patterns. The work of Sigmund Freud says that the human mind can be divided into conscious, unconscious, or subconscious. Freud believed that the conscious mind is the top part of the mind and is responsible for making sense of the things we are directly aware of – like stress levels. Whereas the subconscious mind and the unconsciousness mind is a deeper level therefore it is not so easily accessible. The unconscious/subconscious part of the mind controls how we may feel or react to certain situations, based on what we have learned from experience. It also controls and regulates our essential bodily functions, such as breathing. The subconscious/unconscious mind is the deepest part of our mind. It may be noted that the conscious and unconscious has varying degrees of conscious and unconsciousness. The unconscious/subconscious level of the mind includes suppressed memories of traumatic events. Here is where self-hypnosis works, by reaching a relaxed state of being it becomes possible to go deeper into our minds and reprogram our subconscious.*

*The process of self-hypnosis works by achieving physical and mental relaxation through meditation. Therefore, by bringing the mind from a conscious state to an unconscious state, one can use powerful suggestions to bring about change. Self-Hypnosis often begins by meditation since the ordinary waking state of mind will not allow the mind to receive a suggestion at deeper consciousness levels. One would need to go into the unconscious mind, to begin to effectively train the mind to receive and accept suggestions. Once the suggestion is implanted it acts on its own and cannot be swayed by conscious thought. That is the deeper mind must be activated and brought to the surface before conscious thought can alter its pattern. Once the conscious mind is activated, the self-hypnotism must suggest that the unconscious mind will accept. Laurence Sparks in his book "Self-Hypnosis", explains practical methods of suggestions. He says to formulate our suggestions and repeat them to ourselves at the beginning of the self-hypnosis session while relaxing.*

*Another place where one can use hypnosis to create a powerful change is by overcoming fear of talking on stage. The individual talking on stage would do self-hypnosis on himself/herself by making their suggestions and keep repeating them throughout the day. Another way to use self-hypnosis on the self is by using visualization and meditation. Begin by relaxing the body in a relaxed position and at the same time repeat the suggestion to yourself such as, "I am confident", or "I will speak with confidence on stage." Now imagine yourself walking down a staircase, moving to a lower level. This will indicate a slower brain state. Meaning moving into a deep, trance-like state. Keep repeating to yourself the affirmation, till you go into a trancelike hypnotic state. At the same time use your imagination and through your mind's eye see yourself walking down the stairs. Perform this visualization technique several times a week, till the day you go on stage and present the speech. When the time comes walk with confidence and present the speech.*

*Out of my experience with hypnosis, I have come to see that suggestions given to a person under the trance-like state of hypnosis, plays a vital role in altering thinking patterns, perceptions, and behaviors. Furthermore, hypnosis can be used to bring relief from stress, pain, mental and emotional disorders, as well as helping to manage your weight, boost confidence. Medical Research has proven that pain can be reduced to a minimum by inducing a hypnotic state. This state causes deep relaxation and opens the mind to accept. Through my experiences with self-hypnosis, I have come to believe that the power of positive suggestion can improve the quality of our daily life and bring us to new heights of understanding the human psyche.*

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*Beyond Hypnosis, Llewellyn Publications, MN*

*Sparks, Laurence 1969*

*Self-Hypnosis: A Conditioned Response Technique, Wilshire Book Company, CA*

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*https://hypnosistrainingacademy.com/self-hypnosis-how-to-hypnotize-yourself/*

*Maintaining health within all aspects of our life is necessary for us to be truly healthy. The key to health lies in the fact that mind, emotions, and spirit are connected. We are far more than our physical bodies. We are multi-dimensional beings, which means our self includes various levels of beings, such as our mental body, our emotional body, our spiritual body which are all parts of our whole self. In addition, our body cannot survive without a life force, which is the breath that animates us, it is known as Prana, chi, or qi. Research has shown that illnesses have physiological, emotional, mental, and spiritual elements to it. All our experience is a simultaneous experience of body, emotions, mind, and spirit. A human being is seen from the holistic viewpoint, that is, as a whole being, with all its separate parts such as, feelings, thoughts, physical form, and spiritual nature functioning in unity.*

*Therefore, to achieve good health requires a balance of all aspects of ourselves. Which includes healthy positive thoughts and thinking patterns, emotions, spiritual satisfaction (includes prayers, meditations, etc.), and eating right, and proper exercise. Brian Luke Seaward in his book, "Achieving the Mind-Body-Spirit Connection," gives a detailed explanation of these aspects, he says that,*

*"Ageless wisdom shared by the sages and mystics of all times reveals that health is composed of the integration, balance, and harmony of your unique aspects: mind, body, spirit, and emotions in which the whole (often expressed in the form of a circle) is always greater than the sum of the parts."*

*Therefore, each aspect of the self must be balanced and connected to achieve wholeness. We must learn to nourish both our inner and outer selves. Being a whole being is taking all the parts that we think are separate from us, such as our body, emotions, mind, and spirit, and integrating them into one simultaneous experience. When we take care and nourish our inner self it reflects to our outer world. When we exercise our body, we are by the act of movement expressing and achieving a harmonious flow of outer and inner energies. The energy from our inner world flows outwards, and vice versa. At the same time, we are transforming our emotional energy into movement, allowing it to move away from stagnation. For example, when one is angry and they can go for a jog or long walk, this way they are able to burn off those angry emotions in the movement of those exercises, thus creating a calmness within.*

*An important approach to healing the whole self is physical exercise. With exercise, a person can become healthier, more mentally calm, agile, happier, and have a closer connection to their soul/spirit. It also allows you to be present in the ever-changing moment. Eric N. Franklin, writes in "Condition for Dance," that, "Being present in movement means experiencing the moment-to-moment changes in shape and dynamics in every part of the body during the whole exercise."*

*The process of physical movement can connect the four aspects of your being in the moment while your body achieves better fitness. Fitness has many aspects to it, and all of them need to be taken into consideration. Eric N. Franklin says in*

*'Conditioning for Dance,' that, "By actually noticing and feeling the changes an exercise has on the whole body you can make training more effective. Anyone benefits if the mind is present with the body while exercising." To condition the body for exercise it is important to create*

*a mind-body exercise regime. This would include the following aspects that you should consider before beginning any exercise regime:*

- ***Agility-****How agile would you like to be? Choose the appropriate exercise with your degree of agility.*
- ***Flexibility****-How Flexible are you? What degree of flexibility would you like? Choose stretches accordingly. Perform stretches that improve your flexibility.*
- ***Coordination****-Are your movements coordinated?*
- ***Muscular Strength****-What are your goals to attaining muscular strength? Strength training exercises should be utilized to increase the activity of the muscle, so that the muscles move in alignment and balance. Exp. Aerobic training, swimming, cycling, fast walking, and jogging.*
- ***Muscular Endurance****-What are your goals to attaining endurance? To improve endurance, you will need to increase your repetitions in a completed set, or increase using resistance by using higher resistance bands, heavier dumbbells etc.*

*Once you have decided on your fitness goals, you can then proceed to choose the type of exercise regime that meets your goals. Exercise gives one, more vitality and zest for life. It also boosts your confidence level. Each person has their way to exercise. There are endless ways to exercise and move the body. The body is made for movement. The key to exercise is not to focus only on one part of the physical body but on the entire being. To achieve a total workout, one must not only exercise the body, but also the mind by instilling positive emotions and letting go of negativity. When we feel good about ourselves our soul's spiritual connection to the higher energies is established. Even if you think you are too unhealthy and not good at any type of exercise, you can still find something to excel in. John Bingham in his book "No Need for Speed", that, "The beauty of being really bad at something Is that you can get better with almost no work."*

*In this course we will explore the different types of exercises and how each can be used in a way that will exercise the physical, mental, emotional, and spiritual bodies and the entire being.*

## *Exercising State of Mind*

*"Your state of mind influences the effect of an exercise." Eric N. Franklin, "Conditioning for Dance".*

*Physical movement and exercising are important for the health and well-being of an individual, whether child or adult. A lifestyle of no exercise can lead to many diseases and disabilities, such as obesity, stress, hypertension, heart disease, arthritis, sciatica, etc.*

*Along with that lack of exercise affects the body's equilibrium and development, which results in affecting ones' level of hunger, sleep, sexual desire etc. Each part of the body is benefited by exercise and physical movement. This includes our skeletal and muscular systems also. The bone structures help protect the body, and its movement, so exercising it regularly keeps it in optimal condition. Furthermore, the bones regenerate their mineral content calcium and phosphorous with regular exercise and stretching. The joints also need regular movement to stay flexible and healthy.*

*Aerobic exercise enhances the circulatory and respiratory efficiency. It is a vigorous type of exercise that allows you to have more endurance, especially in your heart and lungs. Though you can reach aerobic metabolism quickly, to have an aerobic workout you must exercise vigorously for at least 15 minutes. Aerobic exercise examples are running, swimming, riding a bicycle. Regular exercise of any kind can increase endurance, flexibility, and holistic health. Eric N Franklin says in, 'Conditioning for Dance,' that, "Bursts of intense exercise performed in less than one minute are called anaerobic. Running, swimming, or any continuous exercise that increases heart and lung (cardio-respiratory) activity for several minutes or more is termed aerobic exercise."*

*Another important aspect of exercising is being mentally prepared to do a fitness program. This will create an exercising state of mind. The state that our mind is in, is an essential aspect of our mental health. Arno Ilgner in his book, "The Rock Warrior's Way," says that, "Our performance is greatly affected by the subconscious hidden parts of our mind." He further says,*

*"We must become aware of mental processes that are subtle, taken for granted, hidden, or overlooked. Consciousness of our mental processes is the first step in understanding how they affect our performance."*

*It is essential to know that our minds are always thinking, very rarely do we recognize this fact and can control our thoughts. So, how do we control our thoughts? First by understanding our thoughts and thinking process - That is by slowing down our thinking conversation and becoming aware of each thought. All day and night, and even when you dream, your mind is full of thoughts. Silencing the mind is extremely hard to do, but it can be done through the process of intense concentration. Even when one is exercising intensely it is easy to stop thinking and be present in the motion.*

*One way to silence the mind is through meditation, which also gives mental relaxation. Dharma Singh Khalsa in his book "Meditation as Medicine," says that,*

*“Meditation is excellent at removing the obscuring screens of your concerns, and letting you see things the way they really are.”*

*When exercising, feel every sensation and breathe deeply. Do not actively think. If thoughts arise, let them pass and clear your mind again. This type of active meditation can help you achieve the ability to meditate anywhere. Another type of meditation is to concentrate your thoughts on a single object of your choice and hold it still in your mind.*

*If you practice a dangerous or exhilarating physical exercise, then there is a certain type of relaxed and alert state of mind that will allow you to perform with more mastery. This type of mental state is often referred to as the warrior state of mind. Arno Ilgner states in his book, “The Rock Warrior’s Way,”, that, “The warrior hones his body and mind. If he does not, he will not live long.” He further explains, “He must perform with absolute mastery and calm in the face of horrendous mortal danger.” An extremely active, yet calm state of awareness is involved in the warrior’s state of mind. It is complete concentration on the task ahead, without any distraction or fear.*

*Depending on the nature of the exercise, you may want to focus on the meditative mind or the warrior state of mind. Either way is good, the important factor to note here is the calm and focused attention mental states while performing the exercise. That is at the peak of your performance keep your mind calm,*

*and when meditating learn to be aware, and alert at the same. This will create a balanced holistic state of being.*

*There are many benefits to exercising regularly. It can make one feel better. When you exercise for at least 30 minutes you stimulate the motor nerves that regulate the endocrine glands which are the neurotransmitters that receive more adrenaline. This release of adrenaline can produce a tranquil feeling of well-being and joy.*

*You will notice that when you do not exercise regularly you feel tense and agitated. This is because adrenaline builds up when you do not exercise regularly and this suppressed adrenaline can cause feeling of agitation, tense muscles, and attitude, and even aggressive. Emotion is energy in motion, and the emotional energy circulates throughout the body. If one has a negative emotional state then those negative emotions will circulate throughout your system causing energy to eventually become blocked, resulting in disease. Therefore, to have balanced emotional health it is important to burn the energetic excess through the process of exercise.*

## ***Warming Up & Cooling Down***

*An important aspect of exercising is the warming up and cooling down process. Exercise can cause damage if you forget to warm up, and cool down. Warming up can be done by stretching or a few minutes of light exercise. There are numerous ways to warm up. The essential point is that by warming up you make ready your body for vigorous exercise, and at the same time this process also aids in circulating the blood and oxygen to all the muscles. Also, your body will release carbonic acid instead of lactic acid if you warm-up for at least 20 to 40 seconds.*

*It is recommended that you warm up all your muscles, even if they are not in use, because all muscles work together in every motion. Arnold G Nelson and Jouko Kokkonen say in their book "Stretching Anatomy", that,*

*"In general, any movement that requires moving a body part to the point at which there is an increase in the movement of a joint can be called stretching exercise. Stretching can be done either actively or passively. Active stretching occurs when the person doing the stretch is the one holding the body part in the stretched position. Passive stretching occurs when someone else moves the person to the stretch position and then holds the person in the position for a set time."*

*He further states the benefits of stretching in the same book that, "The following are several chronic training benefits gained from using a regular stretching program:*

- *Improved flexibility, stamina (muscular endurance), and muscular strength. The degree of benefit depends on how much stress is put on the muscle. Medium or heavy stretches are recommended. You can do this by building up to doing long stretches of high intensity.*
- *Reduced muscle soreness, aches, and pains. Use only exceptionally light stretches if muscle soreness prevails.*
- *Improved flexibility…*
- *Good muscular and joint mobility.*

- *More efficient muscular movements and fluidity of motion.*
- *Greater ability to exert maximum force through a wider range of motion.*
- *Prevention of some lower back problems.*
- *Improved appearance and self-image.*
- *Improved body alignment and posture.*
- *Better warm-up and cool-down in an exercise session.*

***General Recommendations***

- *Try to include all the major muscle groups in any stretching program.*
- *Do at least two different stretches for each joint movement.*
- *Before any physical activity, use light stretches as part of the warm-up.*
- *After an exercise routine, cool down with medium intensity stretches.*
- *If muscles are sore after exercising, using only light stretches two or three times with a 5-to-10-second hold for each stretch performed.*
- *If muscle soreness persists for several days, continue using light stretches two or three times with a 5-to 10-second hold for each stretch performed."*

*When you are done exercising, you need to cool down, by letting your breath slow down and lowering your heart rate. The same stretching exercises used for warming up can be used for cooling down. If you sit right away after a workout, acids get stuck in the abdomen muscles which is harmful for the body. The following are some common exercise programs to enhance your holistic fitness and well-being:*

## *Dance*

*"To dance is human, and humanity almost universally expresses itself in dance." Judith Lynne Hanna, To Dance is Human*

*Dance is a beneficial way to exercise, along with a way to connect to your mind, body, and soul. It is an art, an expression of the individual self. Studying dance is an extensive process that can show much more than written words. Dance is a form of communication that goes beyond words. The body is made for movement and dance is the best expression of movement. Every person at different points in time has had a unique expression that could be only understood by the viewer.*

*Traditional dance is a spiritual ritual. It is the expression of myth and emotion. There are traditional dances for every season in every tribe. Some traditional dances have made it through the trials of time and technology. One such dance is Sufi dancing, which is a spiritual dance that requires whirling and spinning to let the ego and earthly desires dissipate in the oneness of God. Many other traditional dance rituals are practiced all around the world. African, traditional Mexican, and South American dances are still practiced with the same vigor that they were created with. Along with that traditional Indian, Native American, Hawaiian, and Middle Eastern dances are still immensely popular. There are even folk dances for almost every culture, religion, and tribe. Another spiritual holistic dance is known as the Paneurhythmy Dance, a sacred Bulgarian dance, introduced by Peter Deunov, in 1938. Pan eurhythmy is like yoga in the sense that, it is done to achieve balance, harmony, and well-being, while promoting self-development and expanding consciousness. This early morning exercise is usually done outside in wide, green spaces like a meadow. The purpose was to enhance holistic health by bringing the physical, spiritual, and mental capabilities in alignment with each other and the cosmos. Pan eurhythmy comes from three roots, Pan- Which means the whole, everything, the cosmic expression. Eu-means the essential, the supreme, or the true. Whereas rhythm- means cycles, periods, cyclic movement. Thus, Pan eurhythmy implies the Cosmic Dance, the Cosmic Sublime Rhythm, or the True (Supreme) Cosmic Rhythm. This dance, ritual is the notion of living in balance with nature and the cosmic forces, basically keeping in flow with the ever-evolving consciousness.*

*All dance exercises may be used as a method for maintaining good health, with the purpose of promoting health through rhythmic and harmonic movements, combined with corresponding music, concentration of thought, and correct breathing. When dancing freestyle to music the mind must pay close attention to*

*the music so that the body can keep up with the rhythm. Freeform is the type of free dancing that is done with no style, and outcome in mind. Freestyle has no restrictions and can involve any motion the dancer wishes and any outcome that fate desires. Almost any type of dance can become a pathway to the connection and development of the physical, mental, emotional, and spiritual bodies within yourself. Once you know how to dance in a particular way or to a certain type of music, whether it is improvisational or choreographed, then you can learn to hear music in all sound while you dance throughout life. This path will allow you to be healthy and one with the universe.*

*"The morning winds spreads its fresh smell. We must get up and take that in,*
*That wind that lets us live. Breathe before it is gone. Dance, when you are broken up,*
*Dance, if you have torn the bandage off. Dance, in the middle of the fighting,*
*Dance, in your blood, Dance, when you're perfectly free- Rumi, The Sufi Mystic"*

*Every spiritual oriented exercise's main goal is to learn how to do the exercise in everyday life. Therefore, every exercise you can imagine can be just as spiritual as yoga, tai chi, or traditional dancing. There is no reason to limit yourself. You can learn to balance heart, mind, body, and soul in any exercise, then you can learn to balance these bodies in every moment.*

### *Walking*

*"Life is a tunnel, not a cave. Keep walking and you will find the light again." Atticus*

*Since the beginning of time, humans have been walking. Most people have been walking since they were toddlers and walk every day. Walking is a powerful exercise. While walking, it is important to keep your back straight, relaxed. Focus on your step and the impact of your feet hitting the ground and do not absorb it. Instead, let the impact bounce your body back up. If you pay close attention to the energy of walking you will discover that you can walk in such a way that you will feel like you are floating rather than beating the ground.*

*Another important aspect of walking is breathing. Breathe in as much air as possible and exhale all the stale air from your lungs with each breath. Keep your attention on your breath and let your mind be clear.*

*"The welcoming path. The empty path welcomes you, fragrant with grass and little flowers, the path paved with paddy fields still bearing the marks of your childhood and the fragrance of mother's hand. Walk leisurely, peacefully. Your feet touch the Earth deeply. Do not let your thoughts carry you away, come back to the path every moment. The path is your dear friend. She will transmit to you her solidity and her peace." Thich Nhat Hanh*

*Walking is a great way to get aerobic exercise in one's life and can be done at anytime and anywhere. Therefore, walk for health, walk for love, walk for peace.*

### *Yoga*

*Yoga is an ancient Indian exercise for mind, body, and soul. It means calming down the different states of consciousness within the physical and spiritual bodies. It also means union with the divine. The goal of yoga is to integrate the different aspects of our life, such as our physical, emotional, psychological, and spiritual and to find union with the divine and all there is. To be one with yourself is healthy, but to be one with all the universe is bliss. The practice of yoga is done through postures called asanas, which work to improve muscle tone, strength, and well-being.*

*Other forms of exercise include, running, jogging, hiking, swimming, bicycling, anything that makes your body move. The body is made for movement which helps keep the whole self in balance. The knowledge of Holistic Fitness can be found all over the internet, in fitness, holistic healing books, but the wisdom is useless if you do not act upon it. Practice to make yourself perfect. Apply the knowledge to your life and you will gain the needed wisdom to improve your life.*

*Holistic Fitness can improve your life in every way. You become stronger emotionally, mentally, and spiritually as well as physically. Your strength, endurance, dexterity, and tranquility are increased. You feel more invigorated, and full of life. Your emotional and mental states are balanced and relaxed. Your spirit is uplifted thus you have enhanced the quality of life and consciousness.*

*In the book El Aura Del Cuerpo, Albert Dallal quotes the poet Octavio Paz (translated by B Seferiades),*

*"A youthful body is a solar system, a nucleus of physical and psychic radiations. The body is a distributor of energy, a fountain of psychic material or mana. This mana is a substance that is neither spiritual nor physical. It is the force that moves the world according to the primitives. When we love a body, we do not love a person, but rather an incarnation of this cosmic force."*

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# *Holistic Fitness Exam Questions*

*Name: _____*

*Address:*

*_____*

*Student No: _____ Phone No. _____*

1. *The connection of the mind, emotions, and spirit within the body is key to total health.*
   *T F*

2. *The key to exercise is to focus on _____*
   *A. One part of the body*
   *B. The entire being*
   *C. Nothing*
   *D. Everything*

3. *Exercise does not affect the emotions. T F*

4. *Exercise directly effects the flow of _____.*
   *A. Blood*
   *B. Lymph fluids*
   *C. Chi*
   *D. Saliva*

5. *Traditional dance is a _____ ritual.*
   *A. Practical*
   *B. Spiritual*
   *C. Useless*
   *D. Neither A, B or C*

8. *Exercising will decrease your heart rate. T F*

9. *All forms of exercise can be beneficial except sprinting. T F*

10. *Fitness has many aspects to it and all need to be taken into consideration when exercising. Such as agility, balance, flexibility, coordination, muscular strength, muscular endurance, reaction time, and speed.*
    *T F*

11. *Aerobic exercise enhances the circulatory and respiratory efficiency. T F*

12. *If you practice a life threatening or exhilarating physical exercise, then there is a certain type of relaxed and alert state of mind that will allow you to perform with more mastery. This type of mental state is often referred to as the _____.*
    *A. Warrior State of Mind*
    *B. Weak state of Mind*
    *C. Strong State of Mind*
    *D. None of the above*

# *Holistic Detox*
## *By Saiyra Akbar & Shahir A. A.*

*In this course, we will discuss the benefits of detoxing the body for mind, body, and spirit. An important part of holistic health is cleansing and fasting. This can have a positive effect on one's overall well-being. Mental clarity, happiness, and healing experiences can be some of the benefits of cleansing the body. Besides, the physical body needs to rejuvenate. In our society where we consume unhealthy and fast food daily, along with other non-healthy foods and drinks, our bodies have become out-of-balance, unhealthy and stressed. In the "Detox Diet", Elson M. Haas and Daniella Chase talk about destructive habits that arise from excessive food eating, chemical, and drugs. "Abuses and addictions touch almost every person's life. I realize these habits are as much a part of our social and cultural upbringing, as they are of our responses to dealing with the stresses of family, school, work, our local environment, and society at large. Food choices are especially a challenge for so many overweight and obese people and are expanding and becoming a significant issue for many of us across all age groups, from young to old. Truly, finding the right, supportive, and balanced diet is a dilemma for most everyone. I do not want you to feel bad or weak or self-conscious if any of these potentially destructive habits applies to you. I know the struggle between light and dark, between picking up that bag of cookies or chips, that cup of coffee or glass of wine or pack of cigarettes-and the desire to stop. I also know it is an incredible challenge to change anything, particularly to stop any addiction we have relied upon for many years." Haas goes on to explain that to improve your health, you must eliminate the destructive habits, which are the source of bad health and many diseases.*

*One way to eliminate destructive habits is through the process of Cleansing and fasting. These methods have been used as medicine for the body in many cultures and civilizations. Fasting holds an important place in most world religions and cultures. It is a way for people to deepen their communication with the Divine through purifying their bodies and tuning their life-force energy. Cleansing practices can be found in traditional wellness regimes, such as the Ayurvedic Systems from India. Although still practiced throughout the world, cleansing and fasting do not hold a medicinal role in the Western mainstream culture. Instead, people tend to overeat food and indulge in snacks or continually try to limit their food intake through dieting. Both ways of using food do not include a sense of food being our medicine.*

*Many of our eating habits do not consider the relationship of mind, body, and soul, whereas many religions and health system do honor this relationship and put*

*great emphasis on what one consumes, because it affects their thoughts, emotions, and spirituality.*

*Each culture has its system of eating for health and well-being, the Indians have Ayurveda, which is designed to bring harmony to the mind, body, and soul, whereas the Muslims and Jews eat kosher (halal meats) and abstaining from intoxicating foods and drinks. In this course, I will discuss several types of cleanses and fasts which can assist in the process of elimination of toxins from the*

*body, as well as additional exercises to enhance the detoxification process. This course will empower you to make healthy choices for yourself. It will give you the knowledge and understanding of cleansing and fasting through information.*

***Please keep in mind that the information contained in this course is not intended to treat, diagnose, cure, or prevent any diseases. It is designed for informational purposes only.***

## *Toxic Environments*

*Many people live day to day with symptoms of toxicity, which they regard as being normal feelings for their bodies. They have adapted to the idea of living with symptoms of toxicity as if it is the natural way to live. Phyllis Saifer and Merla Zellerbach explain in their book "Detox," that, "These individuals think that everyone is drowsy after meals, wakes up with a slight headache, or feels claustrophobic around smokers."*

*We just accept it as a part of aging, but it does not have to be that way. We can learn to make changes in the way we eat and live. Today many people grow up taking in moderate to high levels of toxins and have thus never experienced life without them. A toxin has been defined by Elson Hass in the book, "The Detox Diet," as, "any substance that creates irritating and/or harmful effects to the body, undermining our health and stressing our biochemical or organ functions."*

*Toxins come from both, what we consciously put into our bodies and from the environment we live in. Feelings of sluggishness, constipation, headaches, and other symptoms of toxicity do not have to be a part of our daily lives. We can take control back into our lives by making healthy eating choices, detoxification, and avoiding pharmaceutical drugs. Instead turn to natural, holistic ways to prevent diseases, such as healthy diets and detoxification processes. To come back to health, we must personally wish to reclaim our perfect health, we must stop using drugs and chemicals, that pollute, suppress, and weaken our bodies. We must return to natural methods that our Creator designed; and that means using herbs and other natural methods that cleanse, purify, and strengthen the body.*

## *Main Types of Toxins*

*The first step in cleansing and purifying our bodies is to identify the sources of the toxins that are causing us to feel sluggish, drowsy, giving us headaches, fatigue, heartburn, and many others. These symptoms if not taken care of will progress into illnesses. Phyllis Saifer and Merla Zellerbach say in their book, "Detox," that, there are three main types of toxins that enter the human body. These are called ingestants, inhalants, and contactants.*

*Ingestants are toxins entered by the mouth, through the foods and drinks we ingest. Commercial food use fertilizers, pesticides, and other sprays that contain many chemicals. Pesticides use arsenic, a deadly poison, as the main active ingredient, which are used to kill insects in the agriculture process of food. If this can kill insects, what is it doing to the human bodies? Water is often a source of toxins as well. Water can be polluted with chemicals coming from the rub-off of pesticides into streams, dumping into rivers, and the addition of chlorine. Chlorine is another dangerous toxin that we ingest into our bodies*

*without knowing. Chlorine began to be used during World War I for gas warfare. Dr. Richard Anderson in his book, "Cleanse & Purify Thyself," says that, Chlorine is one of the leading toxins that causes cancer.*

*Inhalants are another dangerous toxin that works on the human body slowly through the air we breathe in daily. The air we all breathe in contains ozone, carbon monoxide, fine particles, sulfur dioxide, and lead in addition to the oxygen that we need. A human breathes in approximately 15, 000 liters per day. So, the level of inhalants taken daily may be high for many humans today.*

*Contactants are toxins that enter the body through the skin such as cosmetics, soaps, perfumes, laundry detergents, and lotions. These are toxins that enter the body through the skin. The skin is the largest organ for detoxification of the human body. Anything that is not organic will contain chemicals because the plants used to make the products will have been sprayed with pesticides. In addition, many other chemicals are often added to non-organic products. Organic products offer a solution for those who can afford it.*

*In looking at these three types of toxins, only some specific toxins have been identified. It is important to remember that there may likely be a larger amount of toxins present than known, and some of them are unseen (and un-smelled) pollutants that no one is aware of. Keeping these toxins in mind we can learn to make healthy choices when purchasing and using products, and food items. Being more aware of our choices will enhance the quality of our life.*

## *Detoxification Systems of the Body*

*To stay in optimal health, all the major systems of the body need to be cleansed and detoxed. These are the gastrointestinal tract, which includes the urinary tract, colon, gallbladder, and liver. The urinary tract further consists of the kidney, ureters, bladder, and urethra. The Respiratory tract is composed of lungs, bronchial tubes, throat, sinuses, and nose. The lymphatic tract includes the lymph nodes. The last system is our skin and its dermal systems. Our bodies become toxic when we overeat or use too many prescription drugs and other substances. When our bodies are toxic, they try to handle toxins by responding in three ways: neutralizing, transforming, and eliminating. Elson Hass states in his book, The Detox Diet that,*

*"I believe that proper detoxification begins with understanding gastrointestinal function and the effect on overall health. You will find that these guidelines, when combined with regular exercise, will improve your health, vitality, and the functioning of your gastrointestinal tract. This reduces the chance of degenerative and chronic diseases and helps slow the aging process. Remember, prevention is the key! Some of the important nutrients for healing the GI tract include the amino acid L-glutamine, pantothenic acid, zinc, vitamin A, antioxidants (such as vitamins C and E, beta-carotene, and selenium), the bioflavonoid quercetin, essential fatty acids, inulin, and fiber (particularly the soluble kind). Herbs such as aloe vera, licorice root, and comfrey root also have positive healing effects on the mucosal lining of the gastrointestinal tract. These nutrients play a key role in GI mucosal cell differentiation growth, function, and repair."*

*The vitamins C & E, along with zinc, selenium, and carotene, all help to neutralize free-radical agents. The process in the liver takes the toxins and changes them into harmless parts, which go into the blood and are transported to the kidneys. In addition, the skin eliminates toxins by sweating, or by the liver releasing them from the bile it creates.*

### *Symptoms of Toxicity*

*So, how does one know that they are toxic? The basic symptoms of toxicity are headaches, bad breath, allergies, nausea, fatigue, anxiety, joint pains, sore throat, frequent colds, constipation, etc. Many health problems are arising from a toxic body, such as allergies, headaches, heart disease, cancer, liver problems, kidney stones, Alzheimer's disease, Parkinson's disease, menstrual problems, etc.*

*The purpose of cleansing and detoxification is to eliminate the source of disease and symptoms. This can be further enhanced by eating and maintaining a healthy diet and lifestyle. Elson M. Hass says in his book, The Detox Diet, that, "Put simply, the key to maintaining metabolic balance is to maximize nutrition and to eliminate toxins."*

*The disease cycle starts when the body, especially the gastrointestinal tract is overburdened with an acidic diet, negative thoughts and emotions, environmental*

*pollution, radiation, low oxygen, and de-hydration. These substances and conditions change the body by making it more acidic. Elson Hass says in the same book, "The Detox Diet", that the gastrointestinal tract is stressed by the following:*

- *refined foods and sugar*
- *excess fatty and rich food*
- *overeating and failing to chew more than once or twice per mouthful of food*
- *drinking too much with meals, thus diluting our digestive juices and reducing our ability to properly break down food.*
- *Food, chemicals and pesticides, and environmental toxins.*
- *The persistent use of alcohol, caffeine, and nicotine.*
- *Use of prescriptions, over the counter, and recreational drugs.*
- *Lack of fiber, and whole foods, specifically lack of fresh fruits, vegetables, whole grains, and legumes in the diet.*

*Research has further indicated that disease starts in the use of sugar and other acidic food. In ancient times these were non-existent, but since the twentieth century (1900) there has been a shift toward unnatural drugs and processed foods, both of which cause our bodies to become filled with toxic waste. In our modern society, we have drifted away from natural health products. Pharmaceutical companies support the use of drugs as a cure for mental and physical distress. But we can choose wisely.*

*Food can also be used to attain health and well-being, and for detoxification purposes. By choosing to eat certain foods and herbs, it is possible to first eliminate any toxins in our bodies, and then prevent toxins from building up. David Wolfe, an expert on the raw food diet encourages people to seek high states of physical, mental, and spiritual wellness to experience vitality and rejuvenation. His website https://davidwolfe.com has many amazing recipes to try and adopt.*

## *The Benefits of Detoxification*

*There are many benefits of detoxification of our bodies. By cleansing and fasting, we can achieve a balance in our physical, mental, emotional, and spiritual levels. Both cleansing and fasting serve to detoxify our bodies by releasing, neutralizing, or transforming toxins. All these processes clear the build-up of mucus that occurs when our bodies are toxic. Elson M. Hass says in "The Detox Diet", that,*

*"We detoxify/cleanse for health, vitality and rejuvenation-to clear symptoms, treat disease, and prevent future problems."*

*There are many benefits to detoxification, such as feeling more energized and active, it gives our stressed digestive system a break. Skin clears up, decrease in skin problems, youthful appearance, immune system is rejuvenated, and the eliminative functions achieve optimal health. Weight loss is another important benefit of detoxification. Toxins accumulate and get stored in fatty tissues,*

*therefore when we detox, we release those toxins and thus fat. We can reach our desired weight and feel good about ourselves. Many people become more creative, begin to find their soul purpose, spiritual, enhanced relationships, more conscious and aware of the moment they are in.*

*The practice of fasting and cleansing can provide a time of rejuvenation for the mind, body, and spirit. Fasting can be used to prevent illnesses and control appetites and overeating habits. Excess foods and eating habits can cause degenerative diseases, such as heart diseases, cancer, and diabetes. Fasting can help conditions where the body feels very congested, due to constipation and excess nutrition.*

*Gabriel Cousens says in his book, "Conscious Eating", that,*

*"Fasting allows our physical bodies to turn to the assimilation of divine or cosmic energy rather than biochemical energy."*

*Bad eating habits, addictions to food and drinks can be controlled by the realization that the energy of the universe is sustaining the body, not the food energy. Fasting for a few days releases the blocked energy and congestion of the physical body, allowing the life-force energy to flow more freely. Thus, Regular fasting enables the body to bring on a spiritual rebirth.*

*Another vital aspect of detoxification is the environment we detoxify in. One's environment can hold a range of toxic energies to healing energies, which depends on the individual's definition of each. For some people, a small amount of clutter and disorganization can cause stress, while for others it may be comforting. Any stresses in one's environment should optimally be alleviated before starting a detoxification process.*

*A toxic environment can create a resonance with the toxins in a person's body making it more difficult to continue with the detoxification process. On the other hand, an environment that is healing and inspiring may help a person in times of doubt. Each person has different needs when cleansing and fasting, and so it is essential to listen to one's body before and during these processes.*

*Take time off work, create a nurturing and familiar environment without the demands of work can be greatly beneficial during detoxification. Keep your evenings free of demanding activities, as you can experience cleansing reactions during the first several days.*

*It is important to consider the people that we choose to be around and the activities that we participate in during the cleansing process. For example, if you are ready to do a thirty-day cleanse. It may be difficult for you to be around friends and family who are not supportive. It can also be challenging to be with people who are participating in habits that you are abstaining from during your cleanse. It is greatly beneficial to be around people and do activities that motivate and encourage your detox process.*

*Another important factor to note is that one of the reactions to detoxifying is the re-emergence of old emotional patterns, suppressed emotions will be felt again, in the form of tears, feelings of distress, sadness, even emotional outburst. When this happens, it is essential to remain in a positive mind-frame and attitude to the best of your ability. These emotions always come up as they are being released from the body permanently. Focus on the overall benefits that will come with this process. So, before starting any detoxification program mentally prepare yourself and your environment.*

*It is best to cleanse and detoxify whenever you feel stagnated, bloated, constipated, and congested taking over. Elson M. Hass says in his book "The Detox Diet", that,*

*"Whenever we feel congested, our first step is to follow detoxification procedures fine-tuned to our specific needs. I have found that when I start to feel congested from too much food, people, or activities, I will feel better If I can exercise, sauna or steam, drink loads of fluids, eat lightly, take vitamins C and A, and get a good night's sleep. If I feel my colon requires further cleansing. I take stimulating herbs." Another good time to cleanse and detoxify is when a new season sets in. Elson M. Hass says in the same book, that:*

*"...Seasonal changes are key times of stress when we need to reduce our outer demands and consumptions and listen to the way our inner world mirrors the natural cycles. Spring is the key time for detoxification; Autumn is also important. I suggest at least a one-to two-week program at these times."*

*Further on he says,*

*"An abundance of fresh fruits and vegetables are appropriate for summer; and whole grains, legumes, vegetables, and soups best simplify our diets in winter."*

*In general, it is good to know that our bodies go through cycles of change just like our outer worlds, the seasons etc. So, it is wise to do a three-to-seven-day cleanse, with the coming of each season. Caution should be taken by people with serious conditions such as heart problems, extreme fatigue, cancer, diabetes, underweight conditions etc. If one detoxifies too much, he/she can become sicker than they are. Consult your physician before fasting or detoxifying. The following are some beneficial cleanses:*

- *https://ca.iherb.com/pr/Nature-s-Secret-Ultimate-Cleanse-2-Part-Total-Body-Program-2-Bottles-120-Tablets-Each/3141*,
- *https://ca.iherb.com/pr/Renew-Life-Cleanse-Smart-2-Bottles-60-Vegetarian-Capsules-Each/7144?rec=iherbtest-pdp-related*,

***Emotional and Mental Cleansing***

*Our diets affect our emotional, mental, and spiritual states, and to cleanse these, we need to focus on what we are eating. The connection between one's diet and mind has been understood by cultures for thousands of years. Herodotus, a Greek historian noted that meat-eating cultures were more focused on war than vegetarian cultures. Gabriel Cousen states in his book "Conscious Eating," that,*

*"Consciously or unconsciously, people tend to choose the diet that reinforces and reflects their own mental and spiritual states of awareness."*

*One can use food as medicine for the mind, emotions, and spirit. Cousens suggest increasing fruits and vegetables, and grains to feel more relaxed, light, calm, spiritual, intuitive, and intelligent. Furthermore, if you feel dull, irritable, heavy, tense, it is wise to decrease the amount of dairy and fresh foods to help in feeling better.*

*Gabriel Cousen in his book, "Spiritual Nutrition and the Rainbow Diet," says that, "Diet influences the state of mind, and the state of mind influences the diet choice." To create a balanced state of mind, one should eat sprouts of legumes and grains, raw greens and grasses, fresh fruits and vegetables, and soaked nuts and seeds. One should strive to eat 70% alkaline foods and 30% acidic food to attain a balanced state of mind.*

*Another method of emotional cleansing involves focusing on the chakras, or energy centers, of the physical body. This can be done on oneself or by another person. The website, www.freehealing.com, The Ministry of Universal Energy Healers states that energy becomes trapped in the body when one experiences emotions such as anger, fear, resentment, jealousy etc. If such energy remains trapped in the body, a person will not be able to heal completely from illnesses.*

*A vital part of energy healing is a person's intention and willingness to be healed. The Ministry of Universal Energy Healers says, "You may not know how to forgive, but if you are willing to forgive, it is already a great step towards gaining health."*

*The power of thought is often underestimated by people but can have a profound effect on emotional and mental cleaning. One can create thoughts and positive affirmations to affect the body in a harmonious and healing way.*

*It is essential to drink lots of water, which helps in eliminating the toxins. Taking extra electrolyte minerals will help buffer the toxins, making them ready to be removed from the body. After completing the fast period, it is important to transition between fasting and eating one's regular diet. A person's digestive system will shut down during a liquid or dry fast for several days or more, and when food is reintroduced to the body, the digestive system will absorb nutrients very quickly.*

***Detoxification Reactions***

*It is greatly beneficial to know cleansing reactions that can occur while on a cleanse or fast. These do not always occur but can be looked at as a possibility to help you decide whether to cleanse lightly, or heavily detoxify, or not cleanse at all. Some symptoms are as follows.*

- *Headaches*
- *Dizziness*
- *Nausea*
- *Low energy*
- *Weakness*
- *Sneezing*
- *Coughing*
- *Skin eruptions*
- *Rashes*
- *Fevers*
- *Sweating*
- *Re-experiencing past symptoms of illnesses*

*The symptoms come forth when toxins are released and begin to flow through the bloodstream. If people are not aware of this cycle of healing, they might stop the cleanse because they believe it is harming them and their bodies. Caring for one's well-being can be important to always focus on, including during times of detoxification because of the possibility of experiencing cleansing reactions.*

*To gain knowledge is to take a powerful step in embracing the ways of living and taking responsibility for yourself and your choices. May this continue to open doors for you and those around you into, newer, more beautiful, and ever-fulfilling lives.*

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*www.davidwolfe.com*

*www.ejuva.com*

*www.healthy.net*

*www.lifetree.com*

*www.highvibe.com*

*https://theculturetrip.com/europe/turkey/articles/ancient-sufi-dance-rumis-whirling-dervishes/*

# *Holistic Detox Exam Questions*

***Name: _____***

***Address: _____***

***Student No._____ Phone No._____***

1. *In Religious and Traditional wellness programs from around the world, cleansing and fasting are often used as medicine for the body, mind, and spirit.*
   *T F*

2. *A toxin is _____*
   A. *A helpful bacteria*
   B. *A harmful bacteria*
   C. *Any substance that creates harmful effects in the body, undermining our health and stressing our biochemical or organ functions.*
   D. *A perfume*

3. *What are the three main types of toxins?*
   A. *Air, water, and fire*
   B. *Ozone, cosmic rays, and solar energy*
   C. *Contactants, inhalants, and ingestions*
   D. *All the above*

4. *What are the three ways in which the body handles toxins?*
   A. *Sadness, depression, frustration*
   B. *Neutralizing, transforming, and eliminating*
   C. *Illumination, revitalization, and rejuvenation*
   D. *None of the above*

5. *Disease starts when the cells in one's body are put under stress.*
   *T F*

6. *Germs and parasites thrive in a detoxified body.*

   *T* *F*

7. *Research has further indicated that disease starts in the use of sugar and other acidic food.*

   *T* *F*

# *Holistic Life Coaching Psychology*

## *By Saiyra Akbar & Shahir A.A.*

*"Do not let the behaviors of others destroy your inner peace." Dalai Lama*

*"We change other people's behavior by changing our own." Anonymous*

*What is human nature? Many fields of science including psychology, anthropology, and sociology that deal with the question associated with human nature such as causation, distinguishing features, how fixed it is genetically or environmentally rooted. The nature of human nature is a very real issue and plays a deciding role in ethics, laws, punishment, theology, evolution, and perhaps every other human involvement. When we go beyond the obvious, we enter the realm of metapsychology. Metapsychology is a term coined by Sigmund Freud and means "beyond" psychology. It is defined as a field of study that goes beyond the empirical facts and laws of psychology to explain the relationship between mind and body and how the mind is related to the universe. The website, https://en.wikipedia.org/metapsychology, says that.*

*"A systematic attempt to discern and describe what lies beyond the facts and laws of psychology, such as the relation between body and mind or concerning the place of mind in the universe."*

*Another website, www.Dictionary.com, further defines metapsychology as "speculation about the origin, structure, function, etc., of the mind and about the relation between the mental and the physical, regarded as supplement to psychology."*

*Simply put, metapsychology is the study of psychology with a metaphysical context. It defines itself from a transcended point of the obvious in the context of the physical and spiritual approach to understanding human nature. It is also the most important aspect of studying the metaphysics degree program.*

*What makes human nature so fascinating is that it is impossible to categorize. We all seem to know what it is but cannot seem to define it. Just when you think you know what someone will do, they surprise you by doing the opposite. Human nature is both responsible for both the greatest acts of kindness and the most heinous acts of cruelty. Indeed, it seems like everything imaginable exists within human nature.*

*But is it correct to say that people do things because of human nature? The website https://www.rationalargumentator.com/index/blog/2014/07/human-nature-is-tautological/ states that*,

"*To say that human nature is the cause of any phenomenon is to say that such a phenomenon causes itself. To say that "some people steal because of human nature" is to say that "some people steal because they steal" or that "some people steal because that is the way humans are." This is not particularly enlightening as to why some people actually steal.*"

*Mr. Stolyarov explains in the same article, that when people do good things, human nature is never considered the cause, but when an individual performs an incorrect behavior, such as killing, stealing, abuse, harassment it is always blamed on human nature. He says in the same article that;*

*"This leads me to suspect that a lot of presuppositions are smuggled in under the umbrella label of "human nature" which are not implicit in the term. Namely, most people whose discussions are peppered by the term frequently presuppose that all human beings somehow have even the worst vices "in the nature." If "human nature" is "the way human beings are," then it is contrary to empirical evidence to suppose that killing, stealing, lying, and other vices are inherent in human nature. We can find numerous examples of good, upstanding people who have never killed or stolen-and even a few whom we cannot imagine lying. Surely, "the way they are" is such that they do not kill, steal, or lie. This is as much a part of their human nature as killing, stealing, and lying are a part of the natures of genocidal dictators in North Korea, Iran, Zimbabwe, and Sudan. There is no reason to suppose that anyone is capable of any vice just because some people have been observed engaging in some vices."*

*Another key point in human behavior is that behaviors change over time. Behaviors are dynamic and as the world around us changes so does our attitudes and behaviors. As consciousness evolves so does the model for human behavior.*

*Everything in a society is about building relationships of one kind or another, and how we are involved with different aspects of human nature in our daily lives. We can greatly improve the quality of life and consciousness by understanding human behaviors, and why humans are compelled to behave in certain ways. Understanding human behaviors and determining what motivates them to act in a certain way, can lead to the mending of their deficiencies, spiritually and physically. Once you understand what motivates human behaviors, we begin to empathize with the human condition, therefore, this enables and motivates us to learn to improve the human condition through education, research, and self-improvement concepts. This, in turn, reduces the poverty level which is one of the main reasons for crime in a society. By observing human behaviors and what drives them to choose a certain action we can get to the root of the behavior.*

*When we understand the real reason why people behave in certain ways, we can relate to them, and help find solutions to prevent these types of behaviors. In addition, understanding a problem and finding solutions leads to evolving and growth of the current situation, and as a result, we find a better way to doing things. Thus, this leads to the emerging of positive, healthy, and morally correct behaviors.*

## *Human Nature*

*For this certificate program, you must have a deep understanding of human nature. This is especially true if you are going to be a holistic life coach, holistic healer, or any other vocation that involves dealing with people. Being an effective life coach is all about understanding and working with human nature as it is a vital part to existence. Furthermore, an effective holistic life coach comprehends and respects the human condition. In the previous segment, we explored some aspects of human nature. And*

*while this entire program is essentially about dealing with human nature and the human condition on various levels, this segment will discuss some of the more common and practical aspects of human nature, and how you can use this knowledge to become a more effective holistic life coach. Moreover, this knowledge can be applied to just about any situation in life, whether personal or business.*

### *Common Traits of Human Nature*

*Working with human nature is so important and so diverse that varied aspects of it overlap many different areas of leadership and life. Therefore, there is some repetition and mention of points you studied in previous courses. I bring them into the discussion in this segment because not only do they apply but doing so will give you an excellent and concise overview of human nature in one place. The following are some relevant aspects or needs of human nature. While the following is not an exhaustive discussion of these traits, it does show how to use them in various ways. Ponder these traits carefully to explore how they apply to your specific metaphysical specialization, practice, and life. For example, if you happen to be a manager or supervisor or any position where you deal with people, ponder how these principles apply to managing and interacting with others. If you are focusing on counseling or coaching, ponder how these traits can be used in helping your clients to solve their problems.*

1. ***The Need to Only Do What One Sees a Benefit in Doing:*** *Is asking yourself "What's in It for Me?" Whether you consciously realize it or not, we all ask this question constantly. As human beings, we do the things we do because, consciously or unconsciously, we see pay-off or benefit. Even remaining in a*

*difficult situation or relationship indicates that perceived pay-off or benefit is involved which is known as a secondary gain. Whether we consciously realize it or not, we stay in a difficult relationship because we see a secondary gain. This trait can be expressed healthily by realizing that personal benefits can come from generously helping others. We also benefit individually and globally from doing good things for others and the environment. Conversely, this trait can be unhealthy if we insist on only selfishly doing things that benefit us directly without regard to others or the environment. This trait also applies to those who manage others in business, a metaphysical practice, or a Holistic Life Coach. Leaders understand this human trait and work with it by providing and highlighting the benefits of tasks to underlings, as necessary.*

2. ***The Need for Meaning, Purpose, and Belonging:*** *This is a basic need that all human beings possess. Some variations exist within this trait as well: The need to love and to be loved; they need to contribute in a meaningful way; the need for satisfying work; and the need to feel needed. Leaders, managers, coaches, and healers can help individual members to find meaning in what they do by matching them up with duties in which they excel and with which they enjoy. Another way to support this human need is to develop a team culture where everyone is appreciated and respected. Counselors and coaches can assist their clients in discovering that which brings meaning to their lives. This will solve many other problems which may be manifestations of a lack of meaning.*

3. ***The Need for Appreciation and Recognition:*** *This trait is used to underscore and strengthen the previous trait above. Everyone needs a pat on the back, regularly, in a healthy way. I am not referring to them-esteem here. Look for opportunities to praise and recognize others' efforts sincerely, but do not overdo it. Every human being, regardless of their station in life, wants to feel unique, special, and appreciated. Think about the people you know and interact with life. Do you know some who work hard and seem to be solid as a rock? What about your mentors, bosses, parents, and others? When was the last time you complimented them or told them that you appreciate their efforts? If it has been a while, why not let them know how you feel. Managers and team leaders, recognize your team member's accomplishments in some way; even small rewards can be greatly appreciated The same goes for family relationships. Parents should encourage and appreciate the children's efforts when they do good actions when they get good grades. Recognize that they are doing their best.*

4. ***The Need to Understand and to be Understood****: People feel more in control when they have a general understanding of what is going on and what is expected of them. For example, let people know the details of a*

*project and what is expected from them. Managers and team leaders, this is where your company's policies, job descriptions, and shared values come into play. When you outline the standards by which your team operates, you allow your members to know what is expected of them. This minimizes miscommunication between you and your members, which, in turn, minimizes problems. This trait comes into play in delegation also. Make sure you tell them why a task is important. People only do the things they see a benefit in doing. Being understanding is equally important. In personal relationships, make sure you give those close to you the opportunity to be understood. Seek out their input when appropriate. This should be automatic with spouses and partners.*

5. ***The Need for Challenge and Accomplishment:*** *Human beings thrive on challenges and accomplishments. We have an inherent need to grow beyond where we currently are and see positive results for so doing. This is undoubtedly why you are studying this program. Continue to embrace challenge; for it is the way to accomplishment. When considering worthwhile endeavors, never say, "That's too hard!" Instead, ask, "How hard can it be?" Being an effective leader means to coach, develop, and challenge your people in a variety of ways. Counselors and coaches, this trait may apply with some clients. Help them to find something that inspires them. Help them to see the positive benefits that result from living an inspired life.*

6. ***The Need for Control****: Empowerment is to give appropriate control. People always feel better and more empowered when they have control. Work with this powerful human trait by sharing as much control as possible with others in a reasonable way. This is Shared Leadership. Managers, and team leaders, do not give in to an unhealthy need for control by being a control freak. If you want to empower your team, give them appropriate control, that is, as much control as is reasonably possible. Use your good judgment in deciding how much control to give. Defer to others' judgment when reasonable and appropriate provided it does not conflict with company/team policy. Good leadership means admitting when you are wrong and making necessary corrections. People respect those who take responsibility for their mistakes, seek to make amends, and work to prevent a negative repeat performance in the future. Coaches and counselors, you will find that client control issues often play*

*a role in their problems, some more than others. You will need to identify when your clients are essentially creating their problems by being over-controlling and help them to decide on an alternate path that does not involve unhealthy control or attempted control of others. Any time we try to control others, it is only attempted control. Oh, we may get away with it for a while, but eventually, we will fail. In the long run, it is impossible to control other people contrary to their wishes or nature. The human spirit thrives on free will and it will not be eternally denied.*

*7. **The Propensity to Resist Change:** Every day, we humans' function according to our previously established beliefs, comfort zones, and habits. When we are comfortable, we feel in control. When we feel in control, we do not want to lose that control. Therefore, we resist anything that may even hint at taking away our control whether the threat is real or imagined. People resist change because they fear losing control. Knowing this, leaders strive to give away as much control as reasonable and appropriate. Involvement and communication will help you overcome others' resistance to change because people are likely to accept change more if they have a part in it. Resistance to Change is generally unhealthy because life is all about change, whether one wants to accept it or not. This means that we are all changing and, therefore, have a choice to make our lives better or worse. Learn to embrace change for it will happen with or without your approval. If you embrace it, you are in a much better position to control it positively.*

*8. **The Need to Believe:** People have a need and want to believe. We all need to believe in something, and we all believe in many things. One's beliefs can be either enabling or disabling. We all must believe that what we do is worthy of our efforts, or we can become discouraged and depressed. Enabling beliefs are positive and result in positive actions, feelings, and benefits for oneself and the world. On the other hand, disabling beliefs are negative and unhealthy. They lead to many unhealthy behaviors which in turn, can lead to poor relationships, poor judgment and decision-making, crime, and wars, among other things.*

*9. **The Need for Hope:** Another powerful need in humans that cannot be underemphasized is the need for hope. We have all known people who have felt hopeless, and we ourselves have felt that way at times. This trait of human nature is so powerful that when hope is lost, all is lost. Interestingly, losing hope is usually more a matter of belief than reality. If we believe we have lost hope, then we have. If we want to regain hope, then we must change our beliefs. Hope is the primary reason why so many people turn to religion. In times of trouble, people want to believe that there is still hope, so they rely on a mysterious supernatural power to step in when they feel powerless. Even when they feel hopeless, they can always hope in a higher power; thus, hope is preserved when all seems lost, even if it is an illusion. It is imperative that you, as a metaphysician, bolster and reinforce people's hope in healthy ways whenever appropriate. Counselors and coaches must remember this as they assist their clients, that is people need hope. However, in the spirit of do no harm, be careful not to promote false hope or encourage codependent hope in any person outside of themselves. Reaffirm this hope often to put to rest fears. Give the client hope that their efforts will lead to benefits for them.*

***10. The Tendency to Take the Path of Least Resistance:** We all like Instant Gratification. We humans are always looking for the easy way, especially in our modern, fast-paced society. This trait of human*

*nature is the foundation of marketing, that is the easy way out, or taking a short cut? Sometimes the path of least resistance makes sense, such as in working smart rather than working hard. This program was created with this trait in mind. People want to get some knowledge, but they do not want to spend a long time doing it. Therefore, this program endeavors to strike a balance between too much information and not enough thus allowing completion in a shorter time frame Managers, Coaches, and team leaders, understand this trait of human nature and coach your clients and team members to do the job right, whether that means taking the easy way or not. Look at your methods and protocols. Work with human nature and do not make your job or theirs harder than it must be.*

***11. The Need to Be Right:*** *We often observe this trait whenever two people are arguing over some issue. Sometimes, we have even argued with someone and then forgotten what we started arguing about in the first place! Whenever you are involved in a confrontation, or when you are disciplining or coaching a team member or child with difficult behavior, do not focus on who is "right." Focus on resolution. Always allow others to be right whenever you can (and whenever they are). This is an especially effective technique when replying to another person's seemingly logical argument. For example, suppose you ask a team member to do something, and they reply, "That's your job!" You could reply, "You are right; it is my job. But it is also my job to develop, train, and lead. That's why I'm asking you to..." Let others have the satisfaction of being "right" whenever you can, and whenever they are, in fact, right. Freely acknowledge it. And when you are wrong, also freely acknowledge it.*

***12. The Need to Blame:*** *This trait comes into play when people do not have enough self-esteem to take responsibility for their actions and mistakes. It is causally related to denial. You have undoubtedly experienced other people trying to blame other things or other people for their lack. You as a Coach, Team Leader must hold your clients or team members accountable for their actions in a proactive, calm, and kindly fashion. This trait also occurs frequently in confrontations. As stated in the previous trait above, when confronting someone over a performance or behavioral issue, do not focus on who is to blame. Focus on resolution. Watch your voice tone and word choice so that you do not come off as blaming them. Seek to help the person understand what is expected calmly. Seek to resolve the issue. Coaches and counselors, be watchful for this negative trait in your clients. They may blame others for something in their own life. For example, perhaps they made a poor decision with the best of intentions. Well-intentioned or not, they must bear responsibility for their decision and learn the lessons it contains to avoid a similar decision in the future.*

13. ***The Need for Secrets/Exclusivity:*** *This trait is responsible for the widespread tendency to gossip, not to mention the many secret societies in*

*existence. Juicy bits of negative information about others occur in just about every human organization. People just can't resist learning secrets and being part of that special group" who are the only ones that know. Set the example here by tolerating no gossip and no secrets. I do not mean that you should divulge private or sensitive information. I mean that, everyone should be aware of necessary information as appropriate, In a coaching scenario, you may have a client who did something in his or her past and now wants to "come clean." This may be necessary, but it also may not be necessary. In some situations, telling others of a past indiscretion will do no positive good other than to salve the guilt of the person who committed the indiscretion. There are other ways of dealing with guilt. In these situations,*

*clients often want to confess to seek forgiveness. However, the forgiveness they seek is their own; they only think it is the forgiveness of someone else. If the indiscretion did not cause any physical harm to anyone else and confessing it will only lead to negative results, then it may be wiser for the client to handle the guilt healthily by seeking his or her own forgiveness and moving on. Otherwise, they may not get the forgiveness they seek from another person, which will only lead to deeper feelings of guilt in themselves. The principle of do not harm also applies to oneself.*

***14. The Tendency to Procrastinate:*** *This trait is certainly nothing new; we all tend to put off those things we do not want to do or see little benefit in doing, but we always have time for the things we are genuinely interested in doing. Procrastination usually results in undesirable outcomes. Part of taking personal responsibility means not procrastinating especially in important matters. Managers can help team members avoid procrastination by following up regularly on given tasks as appropriate. Some managers will often put off necessary discipline because they are afraid of harming the relationship. However, as a leader, you should always handle problems or challenging people immediately. If you have a problem, you have a choice. You can take care of the problem right away or you can suffer longer and still take care of it later. But either way, you will take care of the problem eventually. Problems do not go away all by themselves, and if left alone, they get worse, not better. As a leader, do not procrastinate. Deal with problems promptly.*

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## ***Advanced Problem-Solving Skills***

***By Saiyra Akbar & Shahir A. A.***

*We use our thinking skills to solve problems every day of our lives. Thinking skills are described as mental activities that are used for creativity, processing information, coming to logical conclusions, and decisions. Common examples include working out a weekly schedule, reviewing a credit card or bank statement for errors, evaluating a product before purchasing, and other work-related duties. Some require a higher level of thinking skills such as problem-solving, while others like choosing a TV show to watch, are minor thinking skills. Reading, writing, talking, listening, and studying all require thinking skills. Metaphysical thinking skills involve a higher form of thinking and being. Metaphysical thinking skills means using a higher degree of consciousness to make an educated decision when evaluating issues and circumstances.*

*Another word for Metaphysical Thinking Skills is Critical Thinking Skills, which is defined by www.dictionary.com/critical-thinking as.*

*“The mental process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and evaluating information to reach an answer or conclusion.”*

*Another definition is found on the website www.alamo.edu/sac/history/keller/accditg/ssct.htm as.*

*“Critical thinkers distinguish between fact and opinion; ask questions; make detailed observations; uncover assumptions and define their terms and make assertions based on sound logic and solid evidence.”*

*Critical thinking is moving beyond the regular thinking process about problems, ideas, and things to a certain transcended way, to arrive at the best possible solution in the circumstances. In everyday language, it is a way of thinking with logical reasoning so that you come to the best possible conclusion. The basic attributes of a critical thinker are to ask pertinent, open-ended questions, being able to assess statements and arguments, can admit a lack of understanding or information, has a sense of curiosity, is interested in finding new solutions, is able to clearly define a set of criteria for analyzing ideas. Someone with critical thinking skills can understand the links between ideas. Determine the importance and relevance of arguments and ideas. Identify inconsistencies and errors in reasoning. They can approach problems consistently and systematically. Reflect on the justification of their assumptions, beliefs, and values and Is willing to examine beliefs, assumptions, and opinions and weigh them against facts. This also includes to listen carefully to others and to give appropriate feedback, they tend to look for evidence to support assumptions and beliefs and can adjust opinions when new facts are found.*

*Critical thinking is the ability to ask, "What are the facts and what do those facts tell us?" responsibly with no predetermined beliefs, to evaluate and analyze all possibilities, to draw conclusions that are consistent with reality and based on evidence, and finally to reassess and amend those conclusions as necessary open-mindedly and logically. In short, critical thinking skills means thinking for*

*yourself responsibly and honestly. Also, critical thinkers are open-minded, avoid false arguments, and ensure that what they believe in is based on grounded reasons and reality. The following are some simple critical thinking skills taken from an article called "6 Critical Thinking Skills You Need To Master Now" by Will Erstas from the website https://www.rasmussen.edu/student-experience/college-life/critical-thinking-skills-to-master-now;*

*"While there is no universal standard for what skills are included in the critical thinking process, we've boiled it down to the following six. Focusing on these can put you on the path to becoming an exceptional critical thinker.*

1. *Identification: The first step in the critical thinking process is to identify the situation or problem as well as the factors that may influence it. Once you have a clear picture of the situation and the people, groups, or factors that may be influenced, you can then begin to dive deeper into an issue and its potential solutions. How to Improve: When facing any new situations, question scenario, stop to take a mental inventory of the situation, and ask the following questions: Who is doing what? What seems to be the reason for this happening? What are the end results, and how could they change?*

2. *Research: When comparing arguments about an issue, independent research ability is key. Arguments are meant to be persuasive – that means the facts and figures presented in their favor might be lacking in context or come from questionable sources. The best way to combat this is by independent verification; find the source of the information and evaluate it.*
   *How to Improve: It can be helpful to develop an eye for an unsourced claim. Does the person posing the argument offer where they got this information from? If you ask or try to find it yourself and there is no clear answer, that should be considered a red flag. It is also important to know that not all sources are equally valid – Take the time to learn the difference between popular and scholarly articles.*

3. *Identifying Biases: This skill can be exceedingly difficult, as even the smartest among us can fail to recognize biases. Strong critical thinkers do their best to evaluate information objectively. Think of yourself as a judge in that you want to evaluate the claims of both sides of an argument, but you will also need to keep in mind the biases each side may possess. It is equally important-and arguably more difficult – to learn how to set aside your personal biases that may cloud your judgment. "Have the courage to debate and argue with your thoughts and assumptions." Potrfafka encourages. "This is essential for learning to see things from different viewpoints." How to Improve: "Challenge yourself to identify the evidence that forms your beliefs, and assess whether or not your sources are credible," offers Ruth Wilson, director of development at Brightmont Academy. First and foremost, you must be aware that bias exists, when evaluating information or an argument, ask yourself the following: What does this benefit? Does the source of this information appear to have an agenda? Is the source overlooking, ignoring, or leaving out information that does not support its beliefs or claims? Is this source using unnecessary language to sway an audience's perception of a fact?*

4. *Inference: The ability to infer and draw conclusions based on the information presented to you is another important skill for mastering critical thinking. Information does not always come with a summary that spells out what it means. You will often need to assess the information given and draw conclusions based upon raw data. The ability to infer allows you to extrapolate and discover potential outcomes when assessing a scenario. For example, if you read that someone weighs 260 pounds, you might infer they are overweight or unhealthy, other data points to data like height and body composition, however, may alter that conclusion. How to Improve: An Inference is an educated guess and your ability to infer correctly can be polished by making a conscious effort to gather as much information as possible before jumping to conclusions. When faced with a new scenario or situation to evaluate, first try skimming for clues – things like headlines,*

*images, and prominently featured statistics – and then make a point to ask yourself what you think is going on.*

5. *Determining Relevance: One of the most challenging parts of thinking critically during a challenging scenario is figuring out what information is the most important for your consideration. In many scenarios, you will be presented with information that may seem important, but it may pan out to be only a minor data point to consider. How to Improve: The best way to get better at determining relevance is by establishing a clear direction in what you are trying to figure out. Are you tasked with finding a solution? If you figure out your end goal, you can use this to inform your judgment of what is relevant. Even with a clear objective, however, it can still be difficult to determine what information is truly relevant. One strategy for combating this is to make a physical list of data points ranked in order of relevance. When you parse it out this way, you will likely end up with a list that includes a couple of obviously relevant pieces of information at the top of your list, in addition to some points at the bottom that you can likely disregard. From there, you can narrow your focus on the less clear-cut topics that reside in the middle of your list for further evaluation.*

6. *Curiosity: All it takes is a conscious effort to ask open-minded questions about the things you see in your everyday life, and you can then invest the time to follow up on these questions. "Being able to ask open-minded questions is an important skill to develop-and bonus points for being able to probe."*

*When dealing with problems, and challenges I apply critical thinking skills, which approach any given situation in a scientific, rational, and logical way. In my daily life, I apply critical thinking skills by analyzing all the facts, beliefs, and assumptions and skillfully evaluating all the information, and come to a sound decision. If I discover new information, I allow myself to adjust accordingly. Application of these skills aid me in dealing with work-related duties, and relationships effectively and efficiently. By applying critical thinking skills, one can bring an intelligent, systematic, disciplined way of assessing and gathering information. This is a systematic approach to finding a solution or concluding based on reality and facts. This enables one to analyze all possibilities and reassess conclusions. Critical thinking skills enhance the quality of consciousness and existence. It is a higher way to think and solve problems*

*and issues, thus raising the level of consciousness. As a result, it brings one to respond logically and to look at problems, goals, objectives, work, education, and relationships rationally.*

*In a nutshell, to think critically we need skills that include observation, analysis, interpretation, reflection, evaluation, inference, explanation, problem-solving, and decision making. Specifically, we need to be able to think about a topic/issue objectively and critically. Then we need to Identify the different arguments associated with the specific issue. Next, we evaluate the strength and validity of the point of view and recognize the pros and cons or negative points that there are in the evidence and argument. Lastly, we provide structured reasoning and support for the conclusive decision.*

### *Deductive and Inductive Reasoning*

*Another form of Critical Thinking Skill involves the process of Deductive and Inductive Reasoning. I use Deductive Reasoning skills when I am performing work-related duties, as they are helpful in analyzing and evaluating scientific and mathematical problems. Deductive Reasoning follows the reasoning that if the premises are true the conclusion will also be true. Deductive reasoning is arriving at a guaranteed conclusion based on facts. If you change the premise, you change the conclusion. However, the drawback to deductive reasoning is that they are limited in their reasoning as they produce no new information. They are limited to known facts and rearranging the same information to reach a guaranteed conclusion. The website https://en.wikipedia.org/wiki/Deductive_reasoning defines Deductive Reasoning as,*

"*Deductive reasoning, also deductive logic, is the process of reasoning from one or more statements (premises) to reach a logically certain conclusion. Deductive reasoning goes in the same direction as that of the conditionals and links premises with conclusions. If all premises are true, the terms are clear, and the rules of deductive logic are followed, then the conclusion reached is necessarily true.*"

*The use of Deductive Reasoning skills. For example, when I am performing work-related duties, and I need to analyze and evaluate a problem(s). I use Deductive Reasoning, a scientific approach that follows the reasoning, that if the premises are true the conclusion will also be true. Deductive reasoning is arriving at a guaranteed conclusion based on facts. If you change the premise, you change the conclusion. However, the drawback to deductive reasoning is that they are limited in their reasoning as they produce no new information. They are limited to known facts and rearranging the same information to reach a guaranteed conclusion.*

*The website https://courses.lumenlearning.com/waymaker-level1-english/chapter/inductive-and-deductive-arguments/*

*"In the process of deduction, you begin with some statements, called "premises," that are assumed to be true, you then determine what else would have to be true if the premises are true.*

*For example, you can begin by assuming that God exists, and is good, and then determine what would logically follow from such an assumption. You can begin by assuming that if you think, then you must exist, and work from there.*

*With deduction you can provide absolute proof of your conclusions, given that your premises are correct. The premises themselves, however, remain unproven and unprovable.*

*Examples of deductive logic:*

*All men are mortal. Joe is a man. Therefore, Joe is mortal. If the first two statements are true, then the conclusion must be true.*

*Bachelors are unmarried men. Bill is unmarried. Therefore, Bill is a bachelor.*

***Inductive Reasoning***

*Whereas another critical thinking skill is Inductive Reasoning, the website https://examples.yourdictionary.com/examples-of-inductive-reasoning.html, defines inductive reasoning as, "The term inductive reasoning refers to reasoning that takes specific information and makes a broader generalization that's considered probable while remaining open to the fact that the conclusion may not be 100% guaranteed."*

*In other words, you are making an educated or informed guess based on the information or data that you have. It might sound right, but that does not mean it is right. Together, let us explore some examples of inductive reasoning. You will quickly see what it is all about. There are varying degrees of strength and weakness in inductive arguments and reasoning Inductive Reasoning follows the logic that if the premises are true, the conclusion is likely to be also true. If you change the premise, you may or may not also change the conclusion. Inductive reasoning means arriving at a probable conclusion based on strong evidence. When I am solving a problem, I start with deductive reasoning, that is with the available facts, and move to inductive reasoning, if necessary, which supports a broader range of information and application as they are not limited to facts. Problems can be resolved by the prevention of unnecessary speculations, which might lead to false conclusions and decisions. This is a systematic approach to finding a solution or concluding based on reality and facts. This enables me to analyze all possibilities and reassess conclusions.*

*Examples of inductive logic:*

*This rose is red. That rose is red. A third rose is red. Therefore, all roses are red.*

*This ball from the bag is blue. That ball from the bag is blue. A third ball from the bag is blue. Therefore, all the balls in the bag are blue.*

*To summarize this concept, Inductive reasoning follows the logic that if the premises are true, the conclusion is likely to be also true. If you change the premise, you may or may not also change the conclusion. Inductive reasoning means arriving at a probable conclusion based on strong evidence. When solving a problem, one should start with deductive reasoning, that is with the available facts, and move to inductive reasoning, if necessary, as it supports a broader range of information and application as they are not limited to facts. Problems can be resolved by the prevention of unnecessary speculations, which might lead to false conclusions and decisions. To find a solution or to come to a conclusion, based on reality and facts, you would analyze all possibilities and come to a conclusion. And if you were to find new evidence you will reassess conclusions and decisions accordingly.*

## *The 180 Degree Method to Problem Solving*

*Another important critical thinking skill is to solve problems effectively. The 180 Degree Method is a Metaphysical Thinking Skill and means turning 180 Degrees from your current situation and going the opposite direction to find a viable solution. Sometimes, we do not realize that we are doing the same thing repeatedly. Will not doing the same thing repeatedly give the same conclusion. Yes. How long will we keep doing things the same way before we try a different direction? Sometimes the solution to our problems is exactly 180 degrees opposite of where we think it is. We need to apply what I call, "The 180 Degree Approach," meaning, a complete turn-around.*

*The 180 Degree Approach is a metaphysical critical thinking skill and means turning 180 degrees and going the opposite direction, which at first appears to be impossible and instinctively the wrong way to go. Maybe we have felt the same way when it comes to solving our problems, as they may appear unsolvable on the surface, and we may instinctively feel a certain direction is the wrong way to go. But that may be where the solution lies. The real barrier to our thinking maybe our thinking, our belief system. We simply may not be ready to accept the perceived consequences of solving a particular problem.*

*By applying the 180 Degree Method, we begin looking for solutions in places that we thought were not possible. We must learn to examine all possibilities. For example, what would happen if we did the exact opposite of what we think we should do? List all the pros and cons and the consequences, along with the benefits. This can help you decide on a course of action. Sometimes we must do a complete 180-degree turn to get to where we want to go. And if we do get where we want to go, we find more meaning in our lives, not to mention solving our problems.*

## *Some Steps to the 180 Degree Method are as follows:*

1. *List the Problem and the Outcome you would like. Next set the goal, that is clarify the specific challenge as well as the desired outcome in an emotionally detached way. Write a concise statement to reflect the current situation/problem.*

   *What is it like now? What are the premises that responsible for the current situation? Then what do you want the desired situation to be?*

2. *Break up the Problem: To break up the problem into its smaller components, for a better understanding. List all the reasons and potential reasons why this problem is occurring.*

3. *Finding Solutions: To discover the most desirable, reasonable, and appropriate solution, based on logic and reason. Here is where you think 180 degrees by answering the following questions. What should I not do to resolve this problem and why? What is a completely unconventional way of solving this problem? List the advantages and disadvantages of a decision*

4. *Implement Solution(s): To implement the solution and evaluate if they are of value and solve the problem. Establish a plan of action.*

### *To Summarize this concept*

*This concept has helped me to better deal with life's challenges. The 180 Degree Approach allows problems/challenges to be solved from a new perspective from what we are used to doing. It takes on a 180 degree turn from your current situation to introduce a new way of looking at things. Sometimes you are in a situation that requires a life change, and you are unable to find a solution to your problem. This could be because the solution lies outside of your belief system. That is certain values, and beliefs, keep you in a repetitive cycle. When a problem or challenge arises, you are stuck in the same belief system and keep coming to the same conclusion and thus the same solutions. You keep going in circles, trying to find a resolution, but unable to find one. This could be because you are not willing to let go of your belief system.*

*The 180 Degree Principle helped me to think outside the box, that is by doing the 180-degree turn from my current belief system I was able to see the opposite side of a situation. This approach has allowed me to identify the belief system that is keeping me imprisoned. The 180 Degree Method allows me to analyze my religious beliefs, personal beliefs, and core values, and professional beliefs, and helps me to determine what is reasonable and what is not. In addition, it helps me*

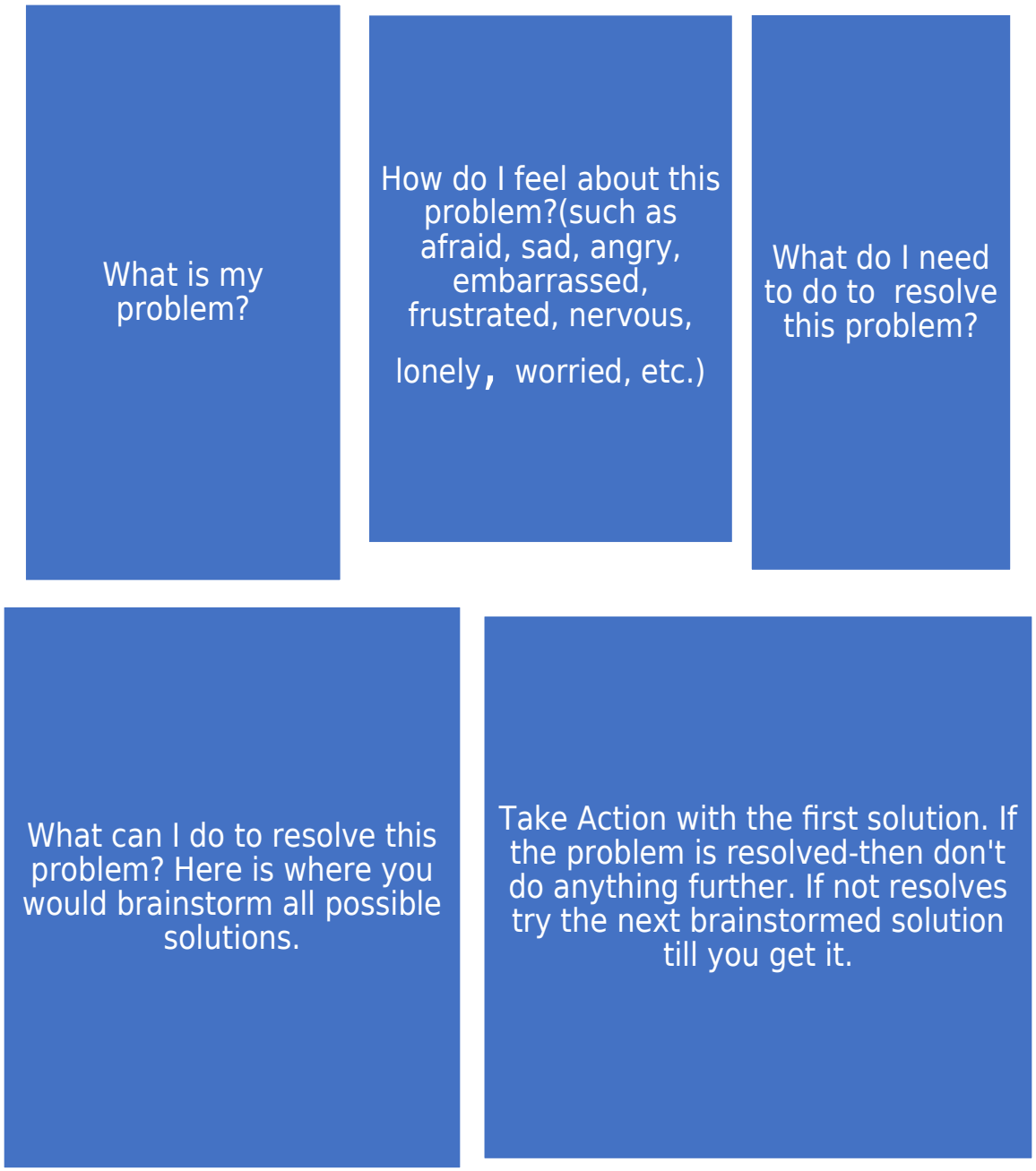
*to recognize what is keeping me tied to a situation and preventing me from taking the 180-degree turn. I ask myself, what are my biggest fears concerning this change? What is the worst that can happen If I go ahead with the solution? What are the benefits and consequences of this solution? By applying this approach in one's life they can open to new possibilities, and solutions, thus a new perspective on life.*

*Do not allow your fears to prevent you from seriously considering a viable solution. Weight the long-term benefits against the short-term pain. And yes, it will cause a certain amount of pain and discomfort to change, and things might seem bleak for a while, but hang in there it will soon pass. Just as everything*

*passes. All good and bad things come to an end. Focus on the benefits of implementing this solution. Challenges come in all shapes and sizes, types, and degrees. Use these tools to enhance the way you deal with challenges. It brings on a different approach to problem-solving by breaking it down into smaller pieces and solving it step by step. Critical Thinking Skills enhances and empowers the quality of life and relationships opening new ways of thinking and dealing with problems. It reassesses your old belief systems and allows you to adjust and change them to your current situations.*

*In Conclusion, Critical thinking enhances and empowers an individual's quality of life and relationships. It opens new ways of thinking and dealing with problems.*

# ***Problem Solving Worksheet***


What is my problem?
How do I feel about this problem?(such as afraid, sad, angry, embarrassed, frustrated, nervous, lonely, worried, etc.)
What do I need to do to resolve this problem?
What can I do to resolve this problem? Here is where you would brainstorm all possible solutions.
Take Action with the first solution. If the problem is resolved-then don't do anything further. If not resolves try the next brainstormed solution till you get it.

*An important skill that is useful in better dealing with life's challenges is Effective Time Management. This concept enables one to deal with daily activities efficiently and effectively. Time Management skills can be applied to both the professional, business world and personal life. Good time management skills indicate, working smartly in an effective time frame. It involves making a schedule to manage your time to efficiently operate the various duties involved. Research has shown that designing a Time Management Analysis Model is an essential tool for managing your time. It gives one control back and organizes their day efficiently. A technique that has been used in business management is the categorization of large data into groups. These groups are often marked A, B, C, and D or Quarters I, II, III, IV. For the purpose of this course, we will use A, B, C, D. Activities are ranked by these general criteria:*

*A – Tasks that are perceived as being urgent and important.*

*B – Tasks that are important but not urgent.*

*C – Tasks that are unimportant but urgent.*

*D – Tasks that are unimportant and not urgent.*

*Each group is then rank ordered by prioritization of tasks*

*The Time Management Model divides the activities into four quadrants, depending on their importance and level of urgency. For example, the tasks that need my urgent and utmost attention fall into Time Management Analysis Model:*

***In box A:** These tasks included all urgent matters to be taken care of immediately, such as crisis, deadlines, and time-sensitive projects.*

***In Box B:** These tasks include planning, prevention, work-day management, relationship building, relaxing/entertainment.*

***In Box C:** includes all minor matters, that are not so important, such as calls/emails, interruptions, meetings, etc. It helps me to minimize time-wasting matters.*

***In Box D:** I use to eliminate all things that are of no use and are wasting my time such as gossiping with friends, negative talk/thoughts, calls and emails, irrelevant work, etc.*

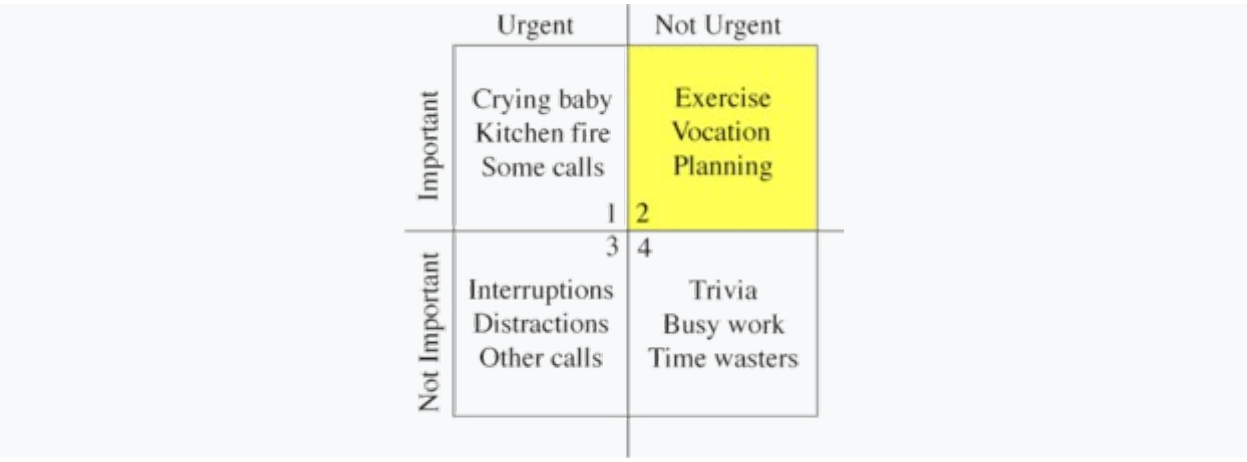
*The Time Management Analysis Model helps me to identify my activities into their proper place and shows me how I am using my time by analyzing my tasks, activities within the Time Management Model, I can eliminate the timewasters, and meaningless ones from my routine, and manage my time effectively, and efficiently. The following is an example of the Time Management Model that can be used to manage your time efficiently.*

## *Time Management Analysis Model*

| | |
|---|---|
| *Box A: Urgent Matters that are Time Sensitive* | *Box B: Important Matters* |
| *Box C: Minor Matters* | *Box D: Time Wasters* |

*The website https://en.wikipedia.org/wiki/Time_management gives the following model and some methods of Time Management,*

"***The Eisenhower Method***




*A basic "Eisenhower box" to help evaluate urgency and importance. Items may be placed at more precise points within each quadrant. The "Eisenhower Method" stems from a quote attributed to Dwight D. Eisenhower: "I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent*

*Another simpler way to manage my time is to use a To-Do List, which identifies top priorities, to not so important tasks. I use both according to the amount of time I have. A daily list of things to do, numbered in the order of their importance are listed in the To-Do List and done in that order one at a time.*

# *Establishing Goals*

***By Saiyra N. Akbar***

*Establishing and setting a goal is an important concept in achieving anything worthwhile in life, whether it be personal or professional. Goal setting requires critical thinking skills. Goal setting involves the development of an action plan designed to motivate and guide a person towards a specific goal. That is, you set a goal and steps to achieve them. Implementing goals can be used in solving complex problems, business, professional and personal goals, or anything worthwhile that we want to accomplish. By the process of setting goals breaks down the goal into smaller parts, so that they are more easily attainable. Below are some important points and benefits to goal setting;*

- *Setting goals requires self-discipline, thought, and effort. All of which are part of critical thinking skills. It organizes your scattered thoughts to flow towards one goal.*
- *Setting goals brings value to the goal. Such as if the goal you intend to achieve is worthwhile, and in harmony with your core values and life purpose. Do you see a benefit in doing this?*
- *Writing your goals and reassessing them regularly makes them real because you give it energy, which makes it an active process.*
- *Setting goals also motivates one to achieve them, on time.*
- *Setting goals breaks down the project goal into smaller pieces. Which is more attainable than the whole.*
- *Setting goals brings your focus to completing a project.*

## *How to Set Goals*

*There are several ways to set goals. You set your goals on several levels. You begin by looking at the big picture and identify the large-scale goals that you want to achieve say in the next ten years. Then, you break these down into the smaller and smaller targets that you must hit to reach your goals Spend some time brainstorming these things, and then select one or more goals in each category that best reflect what you want to do. Then consider trimming again so that you have a small number of significant goals that you can focus on. As you do this, make sure that the goals that you have set are ones that you genuinely want to achieve, not ones that your parents, family, or employers might want. If you have a partner, you probably want to consider what he or she wants. Remain true to yourself!*

*Once you have decided on your goals, it is essential to keep the goals dynamic by reviewing and updating them regularly. One can also periodically review the goals and modify them to reflect the changing priorities and experience.*

## *Enhanced Living Concepts*

***By Saiyra Akbar & Shahir A.A.***

## *Boundaries*

*"...you define your intangible boundaries and to recognize them as an ever-present reality that can increase you love and save your life. In reality, these boundaries define your soul, and they help you to guard it and maintain it." Henry Cloud & John Townsend, Boundaries*

*Every person has boundaries. Boundaries are simply an agreement with yourself as to what kind of behavior you will and will not accept from others. This means a healthy and stubborn adherence to act in the best interests of all concerned, but yourself first. Besides, for these reasons, we also set boundaries to protect ourselves as well as to have a healthy relationship with others and ourselves. You simply cannot have a healthy relationship with someone that has no boundaries. Furthermore, you not only have the right, but you have a responsibility to protect and defend yourself against aggressive people who do not respect boundaries.*

*The website https://en.wikipedia.org/wiki/Personal_boundaries defines personal boundaries as,*

*"Personal boundaries are guidelines, rules or limits that a person creates to identify reasonable, safe and permissible ways for other people to behave towards them and how they will respond when someone passes those limits. They are built out of a mix of conclusions, beliefs, opinions, attitudes, past experiences, and social learning. This concept or life skill has been widely referenced in self-help books and used in the counseling profession since the mid-1980s. According to some counselors, personal boundaries help to define an individual by outlining likes and dislikes and setting the distances one allows others to approach. They include physical, mental, psychological, and spiritual boundaries, involving beliefs, emotions, intuitions, and self-esteem. Jacques Lacan considered such boundaries to be layered in a hierarchy, reflecting "all the successive envelopes of the biological and social status of the person". Personal boundaries operate in two directions,*

*affecting both the incoming and outgoing interactions between people. These are sometimes referred to as the "protection" and "containment" functions."*

*Dr. Henry Cloud and Dr. John Townsend talk about the importance of Boundaries. Most of us do not give the issue of boundaries a second thought until our boundaries have been crossed in a major way. And then we still do not give our boundaries the respect they deserve. If we do not respect our boundaries, why in the world would anyone else do so? In the book "Boundaries," Dr. Henry Cloud & Dr. John Townsend says that,*

*"Boundaries define us. They define what is me and what is not me. A boundary shows me where I end and someone else begins leading me to a sense of ownership. Knowing what I am to own and take responsibility for gives me freedom. If I know where my yard begins and ends. I am free to do with it what I like. Taking responsibility for my life opens up many different options."*

*Often our family, close friends overstep our boundaries, and we are forced to move our boundary stick back, sometimes even to our own expense. Verbal, emotional, physical, and sexual abuse are all boundary violations for which there is never an excuse. In unhealthy relationships, we frequently overlook these violations to our detriment. Dr. Henry Cloud and Dr. John Townsend explain in their book, "Boundaries", that, "...each one should carry their load. Everyone has responsibilities that only he or she can carry." Each one of us is expected to carry our weight. Which includes how to deal with our feelings, attitudes, and behaviors, as well as the responsibilities that God has given to each one of us, even though it might take effort. This directly implies do not do for other's what they should and could do for themselves. Helping people in times of distress, tragedies and problems is a very noble thing to do, and it should be done. But as soon as your rights begin to get violated, it is time to step back.*

## *Boundary Violations*

*We all have our boundaries. Some people have flexible boundaries, while others have none, yet again where some have too many boundaries. An imbalance of boundaries is not a good thing. How about you? Are you so focused on someone else's dysfunction that the line between "Where you end, and they begin" is blurry and confused? Are you so focused on someone else's dysfunction that it owns you?*

*My definition of a boundary violation is 'Anyone who tries to control, change, undermine, or demean another person, or withhold something from them that is owed is overstepping their relationship boundaries. The number of boundary violations in an unhealthy relationship are many but let me outline a few examples. Some apply generally to all relationships and some apply only to intimate*

*relationships. Each one of the following boundary violations are examples of attempts to control, change, undermine, or demean you:*

- *Ignoring you, not listening to you, constantly interrupting you, chronically finishing your sentences, or talking over you, berating you in private or in public, Invading your personal space*
- *Saying rude, hurtful, and disrespectful comments, e.g. "You're fat; You're ugly; You're a bitch /asshole, hate remarks (and worse)." Etc. Pressuring you to do something against your better judgment.*
- *Not contributing fairly to the relationship such as with household chores or finances.*
- *Hitting, slapping, pushing, pawing, or forcefully confining you in one place.*

*Whether certain actions constitute a boundary violation depends on intent, context, circumstances, and whether you have given permission or not. For example, stealing a kiss or a hug from someone with whom you are in an intimate relationship is not generally a boundary violation, but trying it with a stranger is.*

*Boundary violations occur in relationships because the victim allows them. We allow boundary violations when we do not stand up for ourselves. This usually happens when we do not stand up for ourselves because we have self-esteem and self-concept issues. Any healthy, self-complete person will never allow someone else to take advantage of them. Their attitude is, I will not walk on you and*

*I will not allow you to walk on me. When you feel your boundaries are violated, and are not sure, ask yourself, "Who's in charge in this situation?"*

*The answer to this question is easy. If your boundaries are violated regularly, the violator oversees you. If your boundaries are not violated regularly (even if attempts are made), then you are in charge. There will always be aggressive people around who will try to take advantage of you. Unfortunately, that's life. But by being complete within yourself, you will automatically thwart their attempts because you have self-esteem, not them-esteem. The key is to Remember that any self-possessed person cannot become possessed by anyone or anything else. If you find yourself spending time, running around, and attending to the needs of another adult when he or she should be doing it themselves, then you are not in charge of yourself, at least not completely. If you now realize that you have been partially or fully controlled by someone else, it is time to do something about it.*

## *Establishing Healthy Boundaries*

*In this segment, we will address reinventing yourself regarding your boundaries and core values. Boundaries involve some factors that are founded on your belief system. If you want your outside world to change, you must first change your inside world. Therefore, to establish healthy boundaries, you must first figure out who you are. This includes the process of reinventing and re-creating yourself into a*

*healthier individual, which involves transforming your inner Identity. The elements that go into establishing and maintaining healthy boundaries are the same elements that go into creating Self-Fulfillment (The Holistic Model for Healthy Living)*

- *First, it is essential to know who you are, and why you are who you are (that is to examine your core values and belief system).*
- *Accept yourself unconditionally. Have high self-respect that is known and believe that you are worthy of respect and good treatment). Nurture healthy self-esteem and self-dignity.*
- *Take responsibility for your actions by establishing and protecting your boundaries.*
- *Respect your own free will and the free will of other people.*
- *Define and establish what behaviors and treatments you will and will not accept from others.*
- *Determine the consequences of your boundaries and establish how you will respond when someone attempts to violate your boundaries.*

*In simpler terms, identify the boundary you wish to create. Communicate what you need by a short declarative statement. Analyze the consequences of the boundary and explain why this boundary is important to you. Keep your boundaries realistic as you do not want to overdo it.*

## ***Reinventing Yourself***

*These values are used to re-invent and re-create yourself. The following are the steps to re-inventing and re-creating yourself. This action will redefine who you are and like a reset button will shift the foundation of your identity to a better version of yourself.*

1. *Take a piece of paper or a notebook, along with a pen. You can name this book your Reinvention Notebook. Start by approaching this process from a third-person view. Remove yourself emotionally from this process and begin by saying, "I want this new person to have this core value or this belief." Write it down.*

2. *Now relax and calm your mind. Take some deep breaths to clear the mind. Now imagine what you want the new you to be like. What qualities, core values would you have, write them down. Ask yourself, "What do I want this person to be?" Do not let the views, expectations, and judgments of family, friends, workmates, and religious leaders or religious concepts affect you. Go*

*deep within yourself and be who you want to be, include virtues as patience, compassion, kindness, loving, loyal, trustworthiness, etc. This should be the ideal person that you want to be, without any holds.*

3. *Once you have a list of core values, define the healthy limits for each value as a "Healthy Limits", write the statement of your core value in the first person, this way your core value is in the present tense, and already a reality. For example, a core value and boundary clause would be as follow:*

   - *Core Value: Strong mental and emotional resources*
   - *Description: I focus my attention and emotional resources on things that are uplifting, up-building, positive, and success-oriented, rather than being negative.*
   - *Healthy Limits: I do not allow others to instill negativity in my life. I do not allow them to take my space in my head, by becoming obsessed with worries, concerns, and other negative talks. The new me focuses only on the positive and all that is good. I focus on strong, healthy, positive mental and emotional resources.*

   - *Core Value: Loyalty*
   - *Description: I am loyal to others provided others are loyal to me. In the event there is a conflict of loyalties, I pledge to remain loyal to myself first and before anyone else. I will maintain my commitments provided those commitments do not make me or anyone else suffer.*
   - *Healthy Limits: I reserve the right to rethink my commitments if they prove to be unsound. If another person is un-loyal to me. I will reassess my commitments.*

*Step 4: In this section, you can now add disposition, demeanor, characteristics of the new you. An example would be, "I am upbeat, cheerful, and positive whether alone or with others."*

*Step 5: Practice makes perfect. Everyday work on improving your new self. That is continuing to add core values and characteristics until you have exhausted every relevant issue. Reaffirm your conviction every day, because by following this religiously you take your power back. You become empowered.*

*By the process of reinventing yourself, you have redefined your core values to the ones that you have chosen. Do not allow others to choose for you, as this is the "new you," and the new you is now based on internal validation. By learning,*

*growing, and reinventing yourself, you become empowered. With this confidence, you will no longer be moving your boundaries back further and further. You will no longer be wondering where you end, and the other person begins. Furthermore, you will no longer allow your boundaries to be violated because of previous dysfunctional thinking and beliefs. You now have healthy boundaries in which you will not walk on others, but not allow others to walk on you either.*

### *Respecting the Boundaries of Others*

*If you want others to respect your boundaries, then respect theirs also. Avoid violating other people's boundaries. Sometimes, we may not even realize that we are trespassing on someone's boundaries. For example, if someone offers to kindly help you with something, do not take it too far by continuing to ask him or her for favors. Many in the metaphysical world, are willing to help others. We just need to make sure that we do not violate their boundaries by taking undue advantage of their kindness. Do not wear out your welcome.*

*Another vital aspect of respecting boundaries is not to impose unreasonable boundaries on others. If you do, you will likely find yourself with few relationships as we generally refer to such people as dominating and selfish. This is an area where our rights and theirs may need to be negotiated. Since our boundaries are determined by our beliefs and core values, they affect our energy signatures. The changes you have made to your inside world are manifesting in your outside world. This also means that you will no longer be attracted to dysfunctional people in your life. You will automatically surround yourself with people who share your values and ideals because like attracts like. This also means that you may not be interested in a relationship with a particular person (if that relationship was negative) because you are no longer the person that was initially interested in him or her. Consequently, your relationship needs to be changed on some level. Good relationships are all about compatible boundaries as they are about compatible energy signatures.*

### *Vibrational Energy Signatures*

*Everything in the universe is made of vibrational energy, thus each one of us is made up of a certain energy that makes us who we are. This is our energy signature, which is based on the vibrational energy of our thoughts, emotions, belief systems, values, etc. Edgar Cayce Quotes the book "There is a River' by Thomas Sugrue, "The human body is made up of electronic vibrations, with each atom and element of the body, each organ and organism, having its electronic unit of*

*vibration necessary for the sustenance of, and equilibrium in, that particular organism."*

*Each thought we think, each emotion we feel carries a certain energy signature which becomes a part of our being. Therefore, if we go around with feelings of them-esteem, negative thoughts then that energy signature becomes our energy signature. The website https://in5d.com/change-your-energy-signature/ explains this concept, by describing how our whole universe is formed of energy, consciousness, and wisdom. As we begin to change our understanding of ourselves and the world around us, our vibrational spiritual energy changes and increases. This allows us to expand our consciousness and wisdom. It explains, "Expansion of consciousness helps us to see the presence of immutable Universal Laws that operate in our World. This deeper understanding takes us closer to our own Divine Self. One of the profound truths in our universe is that our world is a mirror! Our world reflects our inner being… Our Core Energy…Moment to moment we move within an energy 'bandwidth' of our own. This energy reflects, in every way, our present manifested moment. This core energy attracts circumstances and people into our lives that have similar kind of energy. Through our thoughts, we send out that energy signature to the universe."*

*Thoughts are things. Thoughts and emotions have energy, and the Universe responds in likeness by sending similar kinds of energies into our life. As we change our thoughts emotions, core values, and beliefs we change our energy, we change our world. Further on the same website https://in5d.com/change-your-energy-signature/, it says that "The easiest way to change your energy signature is to eliminate as much fear and negative energies from your life. This may involve refraining from hanging around those people of lower vibration, turning off the TV, or even changing your diet to higher vibrational foods. I would also highly recommend connecting to Mother Earth as much as possible. Recently, the Schumann Resonance (SR) went up to 8.90, the highest I have seen since I have been watching it. The SR is the resonance or "heartbeat" of Mother Earth and has been at 7.83hz for what many people believe to be thousands of years. This is proof that our planet is raising her vibration and she is allowing us to raise our vibration with her. When you raise your vibration, you change your energy signature*!"

## ***Enhanced Relationships***

*"Everything is energy. This fact is now being confirmed by scientists in the field of quantum physics. When we break everything down to the sub-atomic level, we find pure energy, not matter. This energy is always vibrating. Look around you. Everything you can see is vibrating; you are just not aware of it. Everything vibrates at a slightly different rate." https://mettahu.wordpress.com/tag/energy-signature/*

*To create a healthy and empowered relationship you must first know and accept yourself. That is, why you are who you are. Once you know who you are and why you are who you are, you will begin to understand why you have a good or bad relationship. We all have a certain energy signature that is built from our core values, beliefs, thoughts, and emotions gained from our past experiences. This is our internal state which we mirror into our outer world. This reflection from the internal to the external is called External Replication. Everything in our life, our world, reflects what we are inside of ourselves. We emit an energy signature that attracts others' who are compatible energies signatures of the same frequency. That is, like attracts like. This means that they have similar interests/beliefs/values, that create similar energy patterns.*

*Two people can have similar energy signatures and be vibrationally compatible, but yet have a toxic, dysfunctional relationship. This is because having a similar energy signature (similar energetic vibrations) does not necessarily mean having a healthy relationship. It just means that you are on the same wavelength. So, the question arises, why do we stay in a bad relationship? Regardless of good or bad relationships, there is always a benefit to remain in a relationship. The first reason why we stay in a toxic relationship is that we gain an energetic balance by being on the same wavelength. Simply put our energies are compatible regardless of if they are good or bad for us.*

*The reason that we stay in a toxic relationship is that on an unconscious level, we are comfortable with our energy signature, we like ourselves just the way we are and are unwilling to go through the discomfort of changing ourselves, that is why we remain on that frequency level. We resist change, because it takes us out of our comfort zone, and brings us to the level of experiencing fear, loss of control from that familiar feeling of being safe on that level.*

*On the other hand, we have the concept of 'opposites don't attract'. We are led to believe that opposites attract each other, but that is far from the truth. In fact, opposites repel each other. People with opposite energy signatures cancel each other out, therefore no relationship is possible. People with opposite energy signatures, usually tend to avoid each other as they have nothing in common.*

*So how do we change or improve our energy to enhance the quality of our life and relationships? We do this by changing our energy frequency, which can be done by shifting our internal beliefs, values, and validation - basically our self-concepts by applying enhanced principles that we have learned to our life, we change ourselves, thus our energy signatures.*

*To have a compatible, healthy relationship you need to realize that every person deserves to be respected and that they have the right to free-will, and can choose, and make decisions for themselves. There is a general rule of respecting others, which states that "You cannot control or change anyone other than yourself." Controlling others is a serious boundary violation which causes one to lose trust and respect in others. That is, we tend to avoid, and fear people who are trying to control us. This ends up creating bad relationships whether they be professions or personal. Also, do not give unsolicited advice to anyone, only when they ask for it, then advise them. Have realistic expectations of others, and accept them for who they are, and not for their human differences. Furthermore, respect others' rights and boundaries, and make efforts not to take advantage of others. All relationships should and must be win-win or they will not last.*

### *Protecting Your Boundaries*

*Another important aspect of building healthy relationship is to create and protect your boundaries. Everyone has boundaries. We all have our beliefs, limitations, and core values that we need to consider when having a healthy relationship. For some these boundaries could be non-existent, negligent, or flexible, while for others they are the most important aspect of the relationship. The first thing to determine is what is a boundary violation. A boundary violation is "Any attempt to control, change, undermine, or demean another person." The following are some common boundary violations that should be avoided to have an enhanced relationship:*

- *Berating or demeaning you in public or private.*
- *Not listening to you, interrupting you and finishing your sentences, or talking over you.*
- *Invading your personal space.*
- *Saying rude, hurtful, and disrespectful comments.*
- *Giving unsolicited advice.*
- *Pressuring you to do something against your better judgment.*
- *No contributing to the relationships, household chores, or finances.*
- *Physically abusive, hitting, pushing, and forcefully confining you in one place.*

*Boundary Violations occur in a relationship because we have allowed them to occur by not standing up for ourselves. This happens because we rely on external expectations and validations. A person with healthy self-esteem will never allow boundary violations to occur. A self-fulfilled person will protect their boundaries by the motto "I will not walk on you, and nor will I allow you to walk on me." When*

*boundary violations occur, it is important to put a stop to them. This can be done by being assertive and fair in any situation, ask yourself if you are honest, direct, and empathetic, and display a win-win attitude. Assertiveness will help you deal with boundary violations in an effective resolving manner. Assertively resolving a conflict means a positive, peaceful resolution to the conflict. So, the first thing to do is realize when a situation occurs, and what do we do? How do we react? For example, if someone gives a derogatory and demeaning remark. To defend ourselves we react by either insulting them or staying quiet and avoiding them. Our reaction is instinctive, fight, or flight to defend ourselves. But do we have*

*to react defensively? No, we do not. We can instead be a self-complete person and respond assertively. Responding means we think first. You are free to deal with the matter, immediately, later, or never. It is entirely up to you. You can just not deal with it, which means the relationship is over. If you are going to respond, do it promptly. Here is where you set boundaries and an assertive response to go with it. What will happen if you say nothing?*

*By instilling an assertive response in your daily life, you can establish a response to most boundary violations and at the same time, you protect boundaries assertively. Sometimes some people will not back off and continue with their current demeaning, aggressive, or abusive behavior. In this case, you have no choice but to discontinue the relationship.*

*The people who violate your boundaries the most are the ones closest to you. Ending those types of relationships is much harder, but it should nevertheless be done if the person will not stop.*

### *Characteristics of a Healthy Intimate Relationship The goal in an intimate relationship is:*

*• To feel calm, centered, and focused.*

*• The intimacy needs to be safe, supportive, respectful, nonpunitive, and peaceful.*

*• You feel taken care of, wanted, unconditionally accepted, and loved just for existing and being alive in a healthy intimate relationship.*

*• You feel part of something and not alone in such a relationship.*

*• You experience forgiving and being forgiven with little revenge or reminding of past offenses.*

*• You find yourself giving thanks for just being alive in this relationship.*

*• A healthy intimate relationship has a sense of directedness with plan and order.*

*• You experience being free to be who you are rather than who you think you need to be for the other.*

## *Internet Resources*

*https://en.wikipedia.org/wiki/Personal_boundaries,*

*https://www.realizedbygrace.org/post/7-major-stages-of-spiritual-awakening-according-to-sufism,*

*https://in5d.com/change-your-energy-signature/,*

*The website has a document that is immensely helpful in establishing healthy boundaries, file:///C:/Users/15144/Downloads/establishing-healthy-boundaries-in-relationships.pdf*

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## *Crystal & Gemstone Therapy by Saiyra Akbar*

***Please be aware that that Intuitive diagnosis Consultations with a Gemstone Therapist do not replace conventional medical diagnosis and treatment of psychology. Consult your physician or licensed practitioner before meeting with a Crystal & Gemstone Therapist.***

*Crystals are formed from within the three layers of the earth: The core, mantle, and crust. The intense heat at the core creates the molten rock, which is then mixed with water and other earth elements to create various forms and deposits of minerals, crystals, stones, and rocks. These minerals are formed through the process of precipitation, crystallization& recrystallization and by changing the chemical makeup.*

*- **Precipitation:** Is the process where various elements combine with water to create a new chemical structure.*

***- Crystallization & Recrystallization:** Is the process where elements are forced together to create crystals, minerals, and rocks. Whereas recrystallization is a double process of crystallization where the mineral undergoes chemical changes through high pressures and heat to create new structures, thus new minerals.*

***- Changing the chemical makeup:** Is the process where the earth's original environment and chemicals are changed to bring about new minerals. For Example, oxidation, combustions etc. Crystals have two main characteristics to them, which are that they are piezoelectric and pyroelectric in nature. Piezoelectric means to get electricity by compression. For example, when a crystal is compressed, electricity is*

*released and the crystal generates an electrical frequency that gives the crystal its power. This energy can be used to heal, meditate upon, as it interacts and intermingles with our energetic systems. The second characteristic of crystal is called pyroelectric, this comes about by increasing the temperature of the crystal by rubbing it. The increased temperature brings out the electrical energy of the crystal, which can be used for healing, meditation or whatever purpose crystals can be used History of Crystals.*

*Crystals have been in use since man started to explore the earth and its many treasures. Crystals themselves are as old as mother earth. Crystals have been used for many purposes, such as healing, ceremonies, meditation, good luck charms, to ward off evil and psychic attacks, decorations, divination, gaining virtues and wisdom, wealth, and beauty. The high priests of antiquity used them in their breast plates, their chalices, swords, and various other sacred ornaments of the church. Many kings and queens wore crystals on their crowns and robes to signify their royal status. Scott Cunningham says in his book, "Encyclopedia of Crystal, Gem, and Metal Magic", that, "From the earliest prehistoric times to our technological age we found beauty, power, and mystery within stones and metals with their power we can change ourselves and our lives. Stone magic is as old as time. It began when the earliest human sensed some force trapped within the stones that surrounded them. Stones were probably first used as amulets, objects worn to deflect negativity or "evil". Later they were revered as deities, offered as sacrifices, and*

*buried for blessings and fertility of the land. Their use is intimately connected with religions, rituals and magic."*

*As we explore the ancient cultures and civilizations of the world, we find the Egyptians believed in the mystical powers of crystals and used them to heal many illnesses. They invented a system of how the color of the crystal corresponds to a certain energy center of the same color. The color of the body part and associated energy center was matched to the color of the gemstone. The Egyptian Royalty and high religious officials were usually buried with gemstones, crystals to guide them in the underworld. Katrina Raphaell says in her book "Crystal Enlightenment", that, "Many deceased royalty were laid to rest with elaborate collections of gems and stones, when the tomb of King Tut of Egypt was found, the array of riches astonished the world. "Another great civilization that used crystals in their everyday life was Atlantis. They used crystals for everything, technology, such as their flying vehicles, Vimana's used crystal technology to fly, and communications equipment used crystals as well. Crystals were also used for healing, for recording information and telepathic communications. It was said that the wise ones of Atlantis programmed various types of crystals with information and sacred knowledge that would help future generations. When the time was right, those crystals would appear on earth to help humanity evolve. According to Edgar Cayce, who is known as the Sleeping Prophet and an authority on Atlantis lore the Atlanteans had unique*

*technologies that used powerful crystals as the source of their power. These crystals were huge and possessed great strength of these unique technologies. They were known as "Fire-Crystals". It has been said that the misuse of these "Fire-Crystals" was the reason for the sinking and destruction of Atlantis. The power of "Fire-Crystals" were akin to the nuclear power of today. It is said that these crystals remain under water in the Bermuda Triangle. These Fire-Crystals still emit some sort of energy fields that disrupt passing by aircrafts, ships etc.*

*Furthermore, the bible also talks about the use of crystals. In the Exodus we are told how Aaron (brother of Moses) was given the power of God by using twenty-seven different crystals in a specific formation on his breastplate. When this breastplate was put on the chest area, above the heart center, the wearer would be endowed with special powers. Melody says in her book, "Love Is in the Earth a Kaleidoscope of Crystals", that, "The Christian Bible refers to crystals over 200 times. Recall, the spirituality crystalline city whose walls were made of crystals, whose gates were of pearl, whose streets have no dust but gold dust, whose crystalline light falls upon the crystal sea and crystal river, and where souls that are clear as crystal are jewels forever in the crown of the redeemer. Precious stones of crystalline formation were used in the foundation of New Jerusalem [Revelations]. They were also used in the breastplate of Aaron the Hebrew high priest [Exodus]; note that there are several translations regarding the stones used in the breastplate hence, each stone, which has been previously defined as having been used in the breastplate [a total of 27 from the various translations] is referenced within the text describing the stone. Crystalline structures have been found in the ruins of Babylonia and in the ancient tombs of Egyptian and Chinese rulers." In the Indian culture, the Hindus used stones for protection and healing.*

*The Greeks, Tibetans, Romans believed crystals influenced and affected the physical body and affected the physical body and thus wore amulets and talismans made of crystal and gemstones. This aided the wearer in healing, to ward off psychic attacks and to gain wisdom. Some would recite mantras or words of power to enhance the power of gemstones and crystals. It has been said that ancient Buddhists and Tibetans used crystals bowls for healing and producing light, for protection, and in their sacred*

*mandalas. The Chinese were said to use crystals for healing meditation. Jade was known to be the most common crystal to be used by the Chinese culture. Jade was known to be the most common crystal to be used by the Chinese culture. Many Jade statues, ornaments decorated their homes and temples with the belief of bringing courage and wisdom in their daily life. Their warriors used them in their breastplates, shields, and swords to enhance the power of protection and courage.*

*The Mayans were said to use crystals as vision stones. They would layout the crystals in an elaborate formation on ley lines, the earth's energy veins.*

*The website www.ehow.com/facts_5460562_history_crystals.html, states that, "In Peru, Spanish chroniclers recorded that when they invaded the Incan*

*Empire and captured the king and queen and the priests immediately fled to the Temple of the Sun in Cuzco, where they communicated with other regents of the land, and decided what was to be done, by gazing into the black mirror situated at the temple center. Significantly, the Incan Temple of the sun, and the pyramid complexes of the Maya's were all located on earth energy lines. There is thus reason to believe that the ancient possessed the ability of transmitting images along these lines, and crystal lenses or screens were used at specific centers to transform the images into pictures, much like a modern television set." The Mayans also used crystals to diagnose and heal diseases. The Native American, the Aborigines of Australia, the Africans all revered the uses of crystals as healing stones and gemstones that held supernatural power that helped them travel in the dream world. Witch doctors, shamans and healers used them to detect illnesses by moving the stones over the physical form and concentrating on the energy fields and energy centers. By this, they were able to diagnose energy blockages that caused the disease to manifest. In our present time, our modern everyday technology is using crystals to transmit energy, memory chips, computers, watches, ultrasound devices, radio, and all use quartz crystals to operate. Liquid crystals are being used in advanced technology. The energy field of the quartz, when cut in a specific configured or shape can be used to control electronic equipment and capacitors*

## *Section 2 - How to Heal with Crystals*

*Crystals when used for healing assist in the balancing of the energies of the auric bodies and chakras. They do this by assisting and maintaining the chemistry of the physical, emotional, and intellectual bodies. The energy (vibrational frequency) of the crystals amplifies the vibrational frequency of the physical form. This they do when we use the crystals to impact the major energy centers, called the Chakras. The crystals energy field interacts and intermingles with the vibrational frequency of the chakras and the part focused on. The energy centers of our system are further associated with various organs of the physical body.*

*Marion McGeough says in her book, "Crystals Healing and the Human Energy Field: A Beginner's Guide", that "…Crystals can facilitate healing and increase one's vibrational energy…" By aligning the energies of the crystals to the infected part, healing can be initiated. Crystals bring in new energy (vibrational frequencies) in the older systems. The new vibrational frequency brings about a new perspective into a stagnate situation.*

*Each crystal has its own personality, energetic pattern and can be used to treat different ailments. With right intention and focusing the energy of the crystal on the diseased parts, the illness can begin to heal. The shape of the crystal also plays an important role in determining the energy flow of the crystal, which can be*

*used to heal the subtle bodies. The energy flow works through the different shapes of the crystals to manipulate the energy fields of what it encounters, for example body parts.*

*Scott Cunningham says in his book, "Encyclopedia of Crystals, Gem, and Metal Magic", that, "In the shape lies the magic" Crystals shaped in the form of a square are good to use for prosperity and grounding. They also symbolize the earth. Pyramid shaped crystals use the top of the crystal for bringing energy in and out. Crystals that are roundly shaped promote the feminine energies and aspect. They are receptive, represent fertility, magnetism, and attraction. They can be also used to enhance psychic abilities, increase money sources and spirituality. Crystals in the shape of spheres are mainly used in scrying. Long stones or wands on the other hand represent the male aspect and energies. These shapes project energy and electrical power. Egg shaped or oval crystals are good to increase fertile grounds for new ideas, to enhance creative endeavors. They can also be used to aid in conception. Crystals that have holes in them are sacred and are often used in ritual ceremonies. Crystals that are formed like different parts of the human anatomy. These stones can be used to aid in healing the specific part of the body, that the crystal is shaped like. For example, heart-shaped stones can be used to treat heart ailments and promote love relationships.*

*Another important factor in healing with crystals is their color. The color of the crystal can be matched up with the energy center in question to heat. The color of the crystal is one of the major aspects in healing a certain chakra. The World of Subtle Energy Subtle Energy is the energy of the universe, the fabric of the cosmos, it is infinite, limitless, the stuff that creates everything. It is also known as chi, qi, prana, etheric energy, universal consciousness. Subtle energy operates on vibrations and its varying degrees of expression.*

***White Light Meditation Protection against negative energies**.*

- *Take nine clear quartz crystals.*
- *Lie down in a comfortable position.*
- *Place the clear quartz on the seven major chakras, you can tape them into place if you like.*
- *The remaining two quartz hold them in each hand.*
- *Now make the intention by saying the following affirmation, "With these crystals, I am fully protected, loved and without fear."*
- *Begin to imagine a ball of white, luminous, light a few inches above your head.*
- *Now imagine the white light pouring out of the ball into your head.*
- *Let the white light move down into the crown of your head, down your head, your eyes, your eyebrows, your face, down your throat chakra, into your shoulders and down your arms (first the right arm & then the left). Let the healing white light pour out of each finger.*

- *Then imagine the white light move down your front and backs, upper torso, down the spine and your stomach. Take a moment and fill your stomach with light and then move down your legs, into*

  *your feet and let the white light pour out of each toe. Then imagine your body's outline emanating, white, and misty light as if in a protective layer.*
- *Stay in the white light for 15-20 minutes or for however long you want.*
- *You can also play soft meditation music in the background to enhance the experience.*

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# *The Anatomy of Crystal Healing*

## *By Saiyra Akbar & Shahir A. A.*

*"A new scientific truth does not triumph by convincing its exponents and making them see the light, but rather because its opponents eventually die." Max Planck*

*The use of crystals and gemstones can be used as a tool for alternative healing which is based on holistic healing principles. These principles take into consideration the psychological dynamics of each disease. They believe that an illness is an imbalance in the body, so they work to treat that imbalance which come about by an emotional or mental disturbance. Holistic health principle relies on the ancient wisdom, that the physical body relates to the soul, spirit, mind, and emotions. Therefore, an imbalance in ones' soul/spirit leads to emotional/mental disturbances which thus leads to physical ailments. An illness is simply imbalances of the inner self. Therefore, to find a cure or relief is to balance that disruption and bring harmony once again.*

*Holistic healing principles around the world find common ground, by seeking to understand the habits, behavior, attitudes, and way of thinking to bring wellness to a person. These principles include to understand the vital force that animates the body, which is energy, coming from the universal energy, which is also known as prana, chi, or qi. This energy flows throughout the mind, body and spirit giving it life and regulation. This energy flows through an intricate invisible system of channels linking each organ to each other. These channels are like rivers and streams of energy and are called meridians and give energy and sustenance to mind, body, and soul. They do this by linking all the organs to one another by rivers of energy or chi. Whenever there is an imbalance in the chi, the associated organ will be affected by it, causing illness to occur. The energy or chi becomes blocked. Traditional Chinese Medicine base their healing systems on the fact that there are 12 primary meridians each linked with a specific body part. Along with that there are many minor and extra channels connecting the larger ones. Along these channels are minor chakras, better known as acupuncture points, where chi or energy can be manipulated by pressing or massaging it. These minor chakras can also be manipulated by the vibrational energy of crystals and gemstone, by simply putting crystals on them. Furthermore, the energetic system consists of seven major chakras interconnecting the minor chakras and meridians, through the rivers of*

*energy(chi) creating a network of subtle energy systems, as explained in Level I of Crystal and Gemstone healing.*

*"...the ancients perceived subtle energy channel as rivers of light that transport life energy in and around the body. In the ancient Chinese medical system, these channels are called meridians and the pulsing vital energy, chi." Cyndi Dale, The Subtle Body*

*In crystal therapy we use the energy of crystals to manipulate and enhance the subtle energy system of the physical body.*

*"The witch doctor succeeds for the same reason all the rest of us succeed. Each patient carries his own doctor inside him. We are at our best when we give the doctor who resides within each patient a chance to go to work." Albert Schwetzer*

## *Different Methods of Using Crystals*

*Crystals and gemstones can be used with other healing tools such as meditation, acupuncture, aromatherapy, flower essences, reiki, sound therapy and color therapy. In this part of the course, I will relate various ways to use a combination of these tools to bring about healing and well-being.*

## *Aromatherapy*

*Aromatherapy uses essential oils made from plants to balance and enhance psychological and general well-being. The aroma from these oils stimulates the brains vibrational frequency. When massaged onto the skin, it becomes absorbed into the bloodstream bringing in harmonious, healing energies. Aromas can be used to treat skin diseases, colds, menstrual cramps, aches and pains and insomnia. The website https://en.wikipedia.org/wiki/Aromatherapy, states that,*

*"Aromatherapy uses plant materials and aromatic plant oils, including essential oils, and other aroma compounds for the purpose of altering one's mood, cognitive, psychological or physical well-being."*

*Further on the same website https://en.wikipedia.org/wiki/Aromatherapy, it states that,*

*"Aromatherapy is the treatment or prevention of disease by use of essential oils. Other stated uses include pain and anxiety reduction, enhancement of energy and short-term memory, relaxation, hair loss prevention, and reduction of eczema-induced itching. Two basic mechanisms are offered to explain the purported effects. One is the influence of aroma on the brain, especially the limbic system through*

*the olfactory system. The other is the direct pharmacological effects of the essential oils.*"

*The website www.healing.about.com/od/aromatherapy/a/aroma_colors.htm, has an article called "Aromatherapy and Color Therapy" by Marlene Mitchell which says that,*

*"…Essential oils are filled with living, pulsating vibrations. Therefore aromatherapy, like color therapy, forms a part of vibrational medicine."*

*Essential oils can be used alongside with crystals to enhance the healing experience. The following are some combinations of crystals and essential oils that can be used together. Before using consult your doctor as one may be allergic to specific oils.*

***Please be aware that that Intuitive diagnosis Consultations with a Gemstone Therapist do not replace conventional medical diagnosis and treatment of psychology. Consult your physician first before meeting with a Crystal Therapist**.*

*1. Roman chamomile essential oil can be used to promote relaxation, as a sedative, relieving stress and anxiety. For a peaceful sleep we can use crystals and aroma.*

*-Gray Botswana Agate*

*-Blue Tiger Eye*

*The combination of these stones creates a calming, serene state of being with peaceful dreams.*

*-15 drops of Roman Chamomile*

*-20 drops lavender*

*-20 drops mandarin*

*Mix all the oils in a bottle this creates a synergy. Then you can either make a spray by adding the oils into 4 ounces of spring or distilled water and use it as a spray to be used before sleeping. Or use an aroma diffuser 30 min before sleeping. The crystals can be put in a pouch and be carried around or you can put it under your pillow when you sleep. If you do not have a diffuser, you can also dab on an organic cotton ball with the oil synergy and put it in the pouch with the crystals. Carry it with you or put it under your pillow.*

*2. Another example of using crystals and essential oils, would be to use Geranium for PMS, mood swings. The crystals to use would be moonstone, the feminine stone*

*good for menstrual issues, and balancing out of sync emotions and mood swings. You can use an aromatherapy diffuser to diffuse the oils aroma into the room.*

*3. Another example of crystals and aromatherapy combination would be to create a Love Massage Oil and Crystal Kit. Can be used to get good luck in love and finances.*

*Crystals*

*-Orange Carnelian*

*-Jade*

*-Rose Quartz*

*Sensual Love Massage Oil*

*-6 drops of Ylang Ylang*

*-5 drops of cardamom*

*-4 drops of rose*

*-3 drops of mandarin*

*-4 drops of clary sage*

*Mix in 1 ounce Jojoba oil. Promotes aphrodisiacal, nourishing love. At the same time, it makes one attract passion and love. The oil can be dapped onto an organic cotton ball and placed with the crystals in a pouch. You can either carry it on you or put it under your pillow when you sleep.*

### *Reiki*

*In a Japanese healing system that is based on maintaining and keeping in balance the vital energy, chi of the physical body. If there are disturbances, blockages, and distortions in the life force energy, then disease and illnesses are likely to occur. Reiki is a holistic healing system that focuses on healing the whole person which includes the spirit, emotions, mind, and body. The website www.reiki.org/faq/WhatReiki.html states that,*

*“Reiki is a simple, natural and safe method of spiritual healing and self-improvement that everyone can use. It has been effective in helping virtually every known illness and malady and always creates a beneficial effect. It also works in conjunction with all other medical and therapeutic techniques to relieve side effects and promote recovery. An amazingly simple technique to learn, the ability to use reiki is not taught in the usual sense but is transferred to the student during a reiki class. This ability is passed on during an “Attunement” given by a Reiki master and*

*allows the student to tap into an unlimited supply of "life force energy" to improve one's health and enhance the quality of life."*

*Further, the website http://www.reiki.org/faq/whatisreiki.html states that,*

*"Reiki is a Japanese technique for stress reduction and relaxation that also promotes healing. It is administered by "laying on hands" and is based on the idea that an unseen "life force energy" flows through us and is what causes us to be alive. If one's "life force energy" is low, then we are more likely to get sick or feel stress, and if it is high, we are more capable of being happy and healthy. The word Reiki is made of two Japanese words - Rei which means "God's Wisdom or the Higher Power" and Ki which is "life force energy". Thus, Reiki is a "spiritually guided life force energy."*

*One can use reiki symbols to enhance the crystal healing. Such as closing a chakra after a healing session and sealing it with a reiki symbol. One can also make reiki healing crystals. For example, carving the Cho-Ku-Rei reiki symbol on a Fluorite Crystal. This symbol will prevent misfortunes & improve relationships. It will also activate the law of attraction. It connects with the universal energy thus enhancing your reiki session. It also provides protection against psychic attacks.*

*You program the cleansed crystal with your intention and draw the reiki symbols on them. For instance, if you require a healing of the chakras and auric bodies. Then you draw the Da Ka Myo Master Reiki Symbol on it*

*Da Ko Myo Reiki Symbol*

*Do not worry if the symbol is too big for the crystal. Just draw the symbol over the chosen crystal. Imagine the symbol on the crystal and then moving into it. This symbol develops and strengthens personal growth, self-awareness, spiritual development, and intuition It also helps to improve immune functions and increases energy flow through the body. It also draws out negative energy. So, the best crystal to use would be quartz crystal.*

*Another symbol called the Sei He Ki can be drawn on an Amethyst to improve memory & relationships. Gets rid of bad habits. Dissipates headaches. Gives more positive outlook on life. Helps to find lost objects. Brings balance to our emotions and peace to our mind.*

*Using the Hon Sha Ze Nen Symbol on Quartz Crystal can enhance the distant healing power by sending and receiving positive energy anywhere & everywhere quickly. Keeps mind, body, and spirit in harmony and good in healing the past.*

## *Flower Essences*

*"…the energetic pattern contained within the flower essence work at the level of the emotional, mental, and spiritual vehicles." Richard Gerber, Vibrational Medicine*

*Flower essences are a vibrational energy medicine based on the fact that flowers hold positive vibrations of the highest order. The essence of the flowers comes from the moisture of flowers. The flowers are the most potent part of the plant, that hold the highest vibrational frequency of the plant. This is the life-force of the flower which is used to make the flower essence. This life force is the chi, the vital energy of the flower coming straight from mother earth that heals. Chi is the pure life force that exists in all things; it is the breath of life of the flowers, which is extracted to make flower essences to bring about healing. Diane Stein says in her book, "Healing with Flower and Gemstone Essences", that,*

*"Flowers are the reproductive organs of the plants that sustains life on Goddess Earth. They are the purest development of the life essences of the plant, and the plants highest vibrational energy, as well as that of the planet."*

*The chi of the flower raises the vibrations of the physical body to its own high frequency rate, thus causing resonance to occur. Balance is achieved as the yin/yang energies (positive and negative vibrations) reach resonance, meaning move as one. This state then creates a place for healing with its balanced higher vibrations. Flower essences take the energetic pattern of the flower to create a*

*potent remedy. Therefore, flower essences are basically water that is charged from the high-ordered vibrations of flowers.*

*Flower essences heal by changing the negative vibrations to positive ones. They heal by addressing the negative part of the personality. The negative traits and mindsets that have created imbalances in the natural energy flow of the physical body. These energetic disturbances move one, away from optimal health. By using the vibrational energies of flower essences, we are able to bring about an increase in the frequency of that stagnated state which eventually clears the flaws and energetic disturbances which lead to disease.*

*Cynthia Athina Kemp says in her book "The Alchemy of the Desert" that,*

*"A flower essence is the vibrational imprint of a flower that has been transferred and stabilized in water. Flower essences can help us recognize, resolve, or release different conditioned ways of perceiving the world and can help us experience greater well-being and harmony in our lives. By creating harmony within us, we often notice distinct changes in ourselves physically, emotionally, and spiritually."*

*Furthermore, she says in the same book that,*

*"Flower essences are very effective in helping us to recognize and rid ourselves of limiting or destructive patterns of behavior. The essences support us in extending our consciousness beyond its present state. They provide a language that helps us to understand our emotions and inner soul urgings."*

*The flower essence may work simply by themselves, but most often a mixture of various flower essences is required to uproot & heal deep-rooted negative personality traits and emotional imbalances. But this process still works in stages. As there might be several layers that we have added on in the form of bad habits and personality traits, for example, we may cover up our fear by another habit, such annoyance, anger, hatred. Therefore, a gradual shift of vibrations is required by using different flower remedies for certain periods of time. David F. Vennel says in "Bach Flower remedies For Beginners", that,*

*"...Sometimes the healing process is like stripping away the mental layers of negative thought patterns, and when the remedies work to reveal another layer, this may indicate a change of remedy. This can be a positive sign that the healing process is gathering momentum and progressing well."*

*It is also important to note that results may take a longer period to manifest. By consistent use of the flower essences, we are flooding our system with higher vibrations on a persistent daily basis; the healing energy is building up slowly and steadily. As David F Vennel further says in his book, "Bach Flower remedies For Beginners",*

*"...The healing remedies would be taken three to four times a day, diluted in spring water. The mixture requires energy needs time to build up in the system before it reaches a level that tips the balance to good health."*

*Crystals and flower essences can work harmoniously due to both healing with vibrations. For example, two to three drops of the flower essence mixed with crystal essences or crystal water can be taken daily. The website https://www.crystalherbs.com/flower-essences/flower-essences.asp, describes flower and crystal essences and how their use can move one towards creating well-being and self-healing.*

*"Flower, Gem & Crystal Essences are powerful tools for inner change & transformation and can help with a whole range of issues; from how you're thinking & feeling in the moment, to deeply held life patterns and blocks in your subtle energy systems. Using Essences can have a profound influence on your inner journey of personal & spiritual growth and can help you to raise your level of awareness and consciousness. Essences are simple & natural tools that everyone can benefit from. When you work with an essence you are using the unique and beautiful energies of a particular flower, gem, crystal, mineral or geometric shape. These energies provide a positive balancing force, which in a natural and gentle way, helps to release the old emotions, thoughts and attitudes that no longer serve you. It is these patterns that unconsciously create who you are and how you react to the situations and people in your life. Essences work with you at an energetic level and on all levels of your being; from balancing core emotions and thought patterns, through to opening up channels of spiritual wisdom and transforming old blocks in your bodies chakras and subtle energy systems. Using Essences in this way brings you closer to your true self and creates change at a causal level, offering you the powerful opportunity to bring harmony and balance to your emotions, mind, & spirit. Describing how his Remedies worked, Dr. Bach said: "They are able, like beautiful music, or any gloriously uplifting thing which gives us inspiration, to raise our very natures, and bring us nearer to our Souls: and by that very act bring us peace and relieve our sufferings." When you take an Essence, sometimes you will find that it will have an immediate effect and you will feel a shift almost straight away. At other times, the process can feel more like a journey that unfolds itself over a longer period as the old patterns and layers are peeled away, rather like the layers of an onion. The time it takes an Essence to work can vary considerably depending on how*

*sensitive you are to Essences and on how deeply held the pattern, issue or state is. When you are using an Essence, it can sometimes be a very calm and graceful process and at other times you may feel profound and deep changes occurring, and this can be quite an emotional journey sometimes. This is a good sign of the essence shifting through the old patterns, energies and issues that need to be cleared and released."*

***Acupuncture***

*Is a traditional Chinese healing therapy. The physical body functions on certain energy patterns which flows through the body in the form of chi, vital energy, qi or whatever you choose to call it. So, when there are disturbances, blocked energy, discomfort, and illnesses are likely to occur.*

*The website https://en.wikipedia.org/wiki/Acupuncturee states that, "Acupuncture is a form of alternative medicine. It is commonly used for pain relief though it is also used to treat a wide range of conditions." Further on the same website it says,*

*"Acupuncture is the stimulation of specific acupuncture points along the skin of the body using thin needles. It can be associated with the application of heat, pressure, or laser light to these points do so for musculoskeletal problems, including low back pain, shoulder stiffness, and knee pain."*

*It is basically stimulation of certain points on the body that are small energy vortices similar to the seven major chakras. By inserting a needle in these points, the acupuncture process is able to change the vibrational frequency of that point. Crystals can also be used on these small energy vortices to stimulate a change in its current vibrational frequency.*

*C. Norman Shealy states in his book, "The Illustrated Encyclopedia of Healing Remedies", that,*

*"Although qi is everywhere in the body, it does have main pathways along which it flows, nourishing and warming the organs and body parts and harmonizing their activity. These channels are called the meridian system (Jing-Luo). Most acupuncture points are sited along these channels, and most herbs, a practitioner of Chinese medicine prescribes enter one or more of the meridian pathways. There are 12 main meridians, and these correspond to the 12 main organs in the body, such as the Liver, Heart, Stomach, Kidneys, Spleen and so on. These meridians are bilateral-there is an identical pair on each side of the body. Some are more yin meridians with functions more to do with storing the vital essences of the body. These are the kidneys, liver, Spleen, Heart, Lung and Pericardium. The other six are more yang meridians with functions more to do with transportation of fluids and food. These are the Bladder, Gallbladder, Stomach and small intestine."*

*Furthermore, he says in the same book that in Chinese medicine an organ being out of balance, is usually referring to the meridian related to that organ, not necessarily the physical organ itself. For example the liver meridian runs from the big toe, up the inside of leg, through the genitals, and then deep into the liver organ itself. The problems can lie along the course of the meridian, and along with that there is also a sphere of influence which each organ has within the body. Shealy says that, "The Liver*

*controls the free flow of qi generally in the body including the evenness of emotions, digestion, and menstruation. It also stores the blood, rules circulation in the tendons, has the major influence on the eyes, and manifests in the nails. It is therefore possible to see how diseases in these areas of the body may be treated via the Liver meridian. In illness, different meridians exhibit different tendencies of disharmony-for instance, the spleen has tendency to deficiency causing, Damp. This creates symptoms such as diarrhea or lassitude(tiredness). The liver, on the other hand, has a tendency toward rising yang, creating red sore eyes, migraines, and high blood pressure. It is these disharmonies that Chinese herbal medicine can address."*

*Therefore, putting crystals on these pressure points or even the meridians will eventually begin to shift the diseased state of being to health and wellness.*

***Subtle Energy Centers-The Chakras***

*Our world and everything in it are made up of a certain degree of vibrational frequencies. Crystal Therapy is a vibrational energy medicine that manipulates energy at the subtle levels. For instance, disease always starts in the subtle bodies, our invisible, energetic fields surrounding our bodies. Since everything in the universe has a vibrational frequency, an energetic field is manifested in the same shape of that object. This energetic field is called an aura. Our energy bodies consist of two sets energy systems that are interconnected and intermingled into our physical form. The first subtle energy system consists of wheels of energy or spinning vortices of energy called chakras. This subtle energy system consists of seven major chakras, which are found on a vertical column starting from the top of the head down the spine. Each energy center receives energy from our actions and transforms and transmits it to its proper place. The chakras are storehouses of information of our actions, thoughts, and feeling that have affected us in our lives.*

*There are also twenty-one minor chakras and many lesser chakras, located at different points of the physical form. Furthermore, there are many other tiny energy centers, which are known to the Chinese as acupuncture points. For this course I will only discuss the seven major chakras:*

***1. Root Chakra:** Is red in color and is found at the base of the spine or under the navel. It is the center which grounds our physical energy into vitality and manifestation. It brings a solid foundation into our being. Our will to survive and live to the fullest is stimulated and activated in this chakra. Our instincts are housed here. The root chakra is related to the coccyx, the adrenal glands, the large intestine, the male sexual organs, and coccyglelanglion.*

***2. Sacral Chakra:** Is orange in color and is found a little below the navel, but above the root chakra. It is where our creative ideas are born. Female sexuality and emotions reside here. Especially the ovaries in the reproductive organs and the testes. It is also related to the ganglion and sacral vertebrae.*

***3. Solar Plexus Chakra:** Is yellow in color and is found under the sternum, under the chest area. This chakra is attuned to the intellect, personal power. It gives*

*energy and power to all our goals that we want to manifest. This chakra is related to the stomach area and digestion, the adrenal gland and solar plexus nerve.*

***4. Heart Chakra:*** *Is green in color and found in the center of the chest area. It is also associated to the color of love, rose pink. It is known as the chakra where love compassion, empathy and divine love exists and is further stimulated to become universal, higher love. The heart chakra is related to the thymus gland and heart and integrates the emotional and physical aspects of the heart. It is the center of our being on the physical, spiritual, emotional, and mental level.*

***5. Throat Chakra:*** *Its turquoise blue in color and is found above the collar bone in the neck area, in the cleft of the throat. This chakra is associated to speech, expression of thoughts and creative words. It supports verbal communications and mental thought processes. This chakra is associated to the thyroid glands, their cervical ganglia medulla. Our feelings, thoughts, concerns, ideas are expressed through this chakra.*

***6. Eyebrow (Third Eye) Chakra:*** *Is indigo in color and is found in between the eyebrows at the center of the forehead. This chakra represents psychic powers, intuition, and spirituality. Our visionary processes are housed here by our ability to get visual information. It is related to the Pineal Gland and hypothalamus and pituitary gland.*

***7. Crown Chakra:*** *Is pearly white. It is found on top of the head. This chakra represents oneness with the divine will of God, wisdom from the universal consciousness. It is the gateway between the unknown and known. This chakra is associated with the cerebral cortex, pineal gland, and the nervous system.*

*Brenda Hunt says in her book, "Healing Crystals: A Guide to Working with Amethyst", that, "Each chakra is associated with a specific gland and hormone in the body..." The energy is transported to and from the chakra by channels called Nadis. Channels of energy work alongside our blood flow, like rivers and streams are our vein and arteries and nadis of energy. There are approximately 72,000 channels of energy in our bodies energy system.*

### *The Subtle Energy Fields-The Aura*

*The second subtle energy system is manifested as energy fields on the auric layers found outside the body in a luminous veil. The aura consists of seven layers operating at a different vibrational frequency. Each field operates as a real body. These fields are laid out as blueprints to our physical body. The physical body is an expression of our souls to manifest our self on the physical level. It is the vehicle from which our soul lives out on the physical world. The seven layers of the Aura are as follows:*

***1. Etheric Body:*** *The first layer of the auric field and is related to the functioning of the physical body, and its sensations of pain and pleasure. This layer is linked to the root chakra. It is the blueprint of our physical form. It supplies information on the cellular level aiding in the development, repair, and healing of the physical body.*

***2. The Emotional Body:*** *Is the place of our feelings and emotions. Whatever we feel leaves its residue here. This layer is linked to the sacral chakra. This layer vibrates at a higher frequency than the Etheric Body.*

***3. Mental Body:*** *Is the place where all our thoughts and mental processes reside. This layer is linked to the solar plexus chakra. It shows the energy of what we think, believe in and our ideas. Our mental images take shape here, along with our perceptions and inspirations. Our inner reality is expressed through here.*

***4. The Astral Body:*** *Is related to the heart matters of love and compassion. This is the layer where the lower energies are transmuted to become the higher energies of universal love. This layer is linked to the heart chakra.*

***5. Etheric Template Body:*** *Is the place where our higher will takes over. This is the higher body of the Mental Body. The divine will can be experience by taking responsibility for actions. This layer is linked to the throat chakra.*

***6. Celestial Body:*** *This layer radiates unconditional love and compassion for all life. This layer is linked to the eyebrow chakra. This layer brings clear seeing through the process of receiving and processing our visual information. The ability to clearly see makes one Clairvoyant. Which means to be able to get mental images from the integration of pure energies coming from the universal consciousness.*

***7. Ketheric Body:*** *Is associated with divine mind and spirituality. This layer is linked to the crown chakra. The Aura is thus made up of all these layers. The seven layers are associated with the seven chakras.*

*The aura contains all the information about our health, our lives, our thoughts, and emotions. So, once we understand our physical and subtle bodies, we can begin to see how we can bring about health and wellness in our lives. Diseases and illnesses begin in our subtle bodies. It can be first detected in the auric layers. If not prevented, it begins to manifest in the chakras (the energy centers) of our physical body. Richard Gerber says in his book, "Vibrational Medicine", that,*

*"In instances of disease or illness the Atlanteans recognized that the source of the disease lay not in the physical but in a higher body. Therefore, they always cured the higher body, not the physical."*

*This is further validated by Marion Mcgeough says in her book, "Crystal Healing and the Human Energy Field: A Beginners Guide", that, "When any damage is done within the subtle field by stress or negative thoughts and feelings the aura will become damaged, and holes will appear. These holes will let in more negative energy until the physical body becomes affected resulting in dis-ease. It is the aim*

*of healers and crystal healers to repair the holes in the energy field and to release any blockages, thereby restoring good health and natural balance to the individual."*

*In supporting this Barbara Ann Brennan says in her book, "Hands of Light", that, "...blocks when seen from the auric point of view is to disrupt the healthy flow of energy throughout the auric field and eventually to cause disease. They become what is sometimes called stagnated soul substances. They are blobs of energy consciousness that are cut off from the rest of us."*

*Using Crystal therapy will help release any emotional blockages. It will let you experience the trauma by bringing out the memory of how you felt at that time, what you were thinking, what thoughts, images and feeling made you block out this experience. The most likely is fear, hate or love, which forces you to create a wall behind which you can remain safe. This will give you a chance to resolve or overcome whatever issue as the heart of this blockage.*

*When the feelings, thoughts related to this experience or acceptance than the blockage will be released. Crystals can be used to release blocks by increasing the vibrational energy of the affected part. You can either wear the crystal in the form of jewelry or talisman or just by the process of laying of stones on the energy centers, or by just meditating with the crystal energy.*

***Intention to Heal with Crystals***

*Another important aspect of healing with crystals is to make an intention to heal. To begin using crystals for healing, an intention to heal must be made in a positive way. Intention is the catalyst, the moving force behind all actions and manifestations. It is an invisible form of energy emanating from the source into all of existence. Everything in the universe is created with intention and has intent built into it. A seed has intention embedded within, that it will grow to become a fruit or whatever it is destined to be.*

*Wayne Dyer says in his book, "The power of Intention: Learning to Co-Create Your World Your Way "...Intention is a force that we all have within us. Intention is a field of energy that flows invisibly beyond the reach of our normal, everyday habitual patterns. It is there even before our actual conception. We have the means to attract this energy to us and experience life in an exciting new way."*

*Furthermore, in the same book, Wayne Dyer says, "Everything in the universe has intention built into it." Creating an intention to heal is the first step for any healing to occur. Before taking any medicine without realizing, we create an intention to take that medicine with the belief that it will heal us. One's own belief and intention in the healing process is the key to starting and maintaining the healing process.*

*Belief creates a directed thought that follows that path no matter what, even if the belief is false, the conscious directed thought will create a pathway to its*

*completion. Prentice Mulford says in his book, "Thoughts are Things", that, "...if the thought of health, strength, and recuperation is constantly held to in the mind, such thought of health, strength and rejuvenation will express itself in the body..."*

*For example, to heal a broken heart. Take a rose quartz and hold it in your hands. Make an intention to heal your broken heart, with a positive affirmation. Keep the focus and awareness on the thought and on the crystal. Now wear the rose quartz on the heart in a chain or just hold it in your hand and meditate on it for 15-30 minutes. Intention is a powerful force that increases the effects of healing. A thought to heal holds the power to focus and direct the healing energy and influences to shift the negative, blocked state to a level where healing can take place. All you need to do is direct the thought to heal, to the part that needs to be healed. Focusing your energy on that certain thought gives energy and power to it. If you keep thinking of something repeatedly. It will come into your life.*

*Lynn McTaggart states in her book, "The Intention Experiment", that "Perhaps intention also operate as highly coherent frequencies, changing the very molecular makeup and bonding of matter." She further says in the same book, "The Intention Experiment" that, "...monitoring various healers and monks revealed that we can change the structure of our brains through our thoughts, Intention can influence the body's chemistry."*

*Thus, to begin any healing with crystals it is important to program the crystal or gemstone with its specific healing intent. Just by programming the stone with a healing intention, powerful, dynamic*

*forces are released, which initiate the healing power. This is because intention comes forth from a higher source, the universal energy, chi, and this pure energy interacts with our thoughts and emotions and physical form to bring about creation and manifestation, with the play of vibrations.*

*Intent creates an energetic blueprint for the goal in mind. Setting an intention creates an energetic path leading to the culmination what you set out to do.*

## *Working with Crystals*

*The next step after making an intention to heal using crystals is to become in tune with the crystal's energy and what it has to offer. This can be achieved but stilling the mind, through meditation, a prayer, visual techniques, exercising, or performing yoga postures.*

*Katrina Raphaell states in her book, "Crystal Enlightenment", that,*

*"Crystals are there for anyone and everyone who chooses to work with them. They easily become teachers and friends as they share their knowledge and secrets and lend their light and radiance for our healing. All it takes is an openness and willingness to listen to their silent voice as it speaks directly to your inner knowing.*

*Crystals are representative of the light and if attuned to correctly can teach us how to gain access to and use more of our own light."*

*Crystals communicate to your inner truths in a vastly different way than you are accustomed to. The crystals energy might invoke images or spontaneous words in your mind. Believe them to be true, this is your intuition and inner knowing being revealed. If you ask a question 0r even ask for divine guidance, the crystals energy that is attuned to your inner self and truth will relay the appropriate symbols, images, messages to your mind. The crystals will in fact relay your own inner truth and wisdom. The crystal is only the mirror through which your inner divinity and higher consciousness is awakened. The crystals work in a miraculous way to affect our consciousness, for healing and overall wellbeing. Just by putting a crystal in your room, you are purifying that space of negative vibrations and bringing in harmonious energy. Regardless of what you believe, the crystals energy will do its work, and our consciousness and subconscious will respond.*

*Therefore, you can give crystals to people who do not believe in their power, the energy of the crystal will do its positive work. How to choose crystals to use on the chakras Each chakra is associated with a certain vibrational frequency which in turn generates a certain color. The color of the crystal is matched to the color of the chakra to facilitate balance and healing. Some crystals can be used on all the chakras regardless of the color, such as quartz crystal.*

*Brenda Hunt says in her book, "Healing Crystals-A Guide to Working with Amethyst", that, "Different crystals and color, and the vibrational energy of the color are linked to each chakra, and for this type of healing, the color is an important part of the choice that you make." By applying the right color to our subtle energy centers, we affect the vibrational frequency of the individual which transforms and raises the low energy state to a high vibration energy state. Color brings harmonious energies to our life, emotions, and physical self. Therefore laying-of-stones is the process of using gemstones and crystals on the chakras, to balance, align and purify the energy fields and energy centers.*

*The following is some crystals that can be used in laying-of-stones:*

- *The crown chakra: white/clear stones such as clear quartz, diamond, selenite, clear calcite, Angel Aura, White amethyst*
- *The eyebrow chakra: purple/violet can also use dark blue, amethyst, violet spinel, lapis lazuli, azurite, sapphire*
- *The throat chakra: blue, aquamarine, lapis lazuli, blue lace agate, aqua aura, sodalite, turquoise, kyanite*
- *The Heart Chakra: green/pink, watermelon tourmaline, kunzite, jade, emerald, green aventurine, green tourmaline, green fluorite, pink tourmaline*
- *The solar plexus chakra: yellow stones such as citrine, amber, yellow jasper, honey calcite, yellow jade, tiger's eye.*
- *The sacral chakra: orange stones such as carnelian, sunstone, coral, orange calcite, peach aventurine, fire opal.*

- *The root chakra: red/black/brown stones can be used, such as lodestone, garnet, black obsidian, black tourmaline, smoky quartz, red or brown jasper.*

***Laying-of-Stone Healing Session***

*- lie down in a relaxed position*

*- put your crystals in accordance with each chakra, by color coordination.*

*- The gemstones and crystals will work to rejuvenate, balance, and connect the chakras the crystals energy flow. When the chakra is energized it will also balance the related organs.*

*- Begin by imagining a red ball of energy at the root chakra and the color of the gemstone pouring and filling the red ball of energy. The energy of the crystal will intermingle with the root chakra giving it balance and the needed energy.*

*-Gradually work your way through all the chakras and their respective color.*

*- You can use soft meditation music or other sounds to enhance this experience. You can also add mantras and positive affirmations to stimulate the vibrational frequency further.*

*-Do this for 15-25 minutes to balance out your energy centers and auric field.*

***Other ways to use crystals are as follow:***

***1. Massage with crystals:*** *This can be done large round crystals and stones that are about the size of your hand. The stones can be put in oils, that are good for massage, or essentials aromatherapy oils, or even creams to massage the various parts of the body, such as back, arms, legs, and feet etc.*

***2. Crystals in a pouch:*** *This consists of 3-7 stones in a pouch for good luck, to increase prosperity and wealth, psychic awareness, protection, guidance, spiritual attuning, to give courage. You can carry the pouch with you, in your pockets or purse or even wallet.*

***3. Crystal Hydrotherapy:*** *Use the healing qualities of water with crystal salts to rejuvenate and heal illnesses, such as aches, pains, and spasms. It can be used to aid in healing muscle aches, sprains, strains, back aches, and tiredness.*

***4. Crystal Elixirs & Remedies:*** *Making crystal water, by putting crystals in pure spring water and leaving it out in the sun for 12-24 hours. And then using it 3-4 times a day to rejuvenate and balance the body.*

***5. Crystal Grids:*** *Using crystals in grids can be done in several ways. You can use crystals in different shapes such as circles, diamond, square, rectangle, or oval around the body to bring about healing, change and transformation.*

## *Therapy Session*

***Please be aware that that Intuitive diagnosis Consultations with a Gemstone Therapist do not replace conventional medical diagnosis and treatment of psychology. Consult your physician first before meeting with a crystal therapist.***

*The first thing to establish in beginning a healing session is to know Purpose of Crystal Healing and then to determine if it is for the client.*

*“There is no illness of the body apart from the mind.” Socrates*

*The purpose of crystal healing is to connect with the inner realms of being. Very profound intimate levels are being accessed during crystal healings. Thoughts and memories will surface that are very personal and potentially embarrassing. It is especially important to maintain an attitude of non-judgement and to keep all that is revealed confidential. Healing with crystals and gemstones stimulate the chakras and acupressure points to harmonize energy levels. Neutralize negative energy. Breaks through emotional blockages and increases psychic awareness. Explain to them the process and then proceed accordingly.*

## *Starting a Therapy Session*

*The first thing to do in any healing program is to believe that healing will only happens when you say it will. That is when you decide to get well. It is vital to realize that to make a change you need to be courageous enough to accept that we all have good and bad habits. Light and darkness is a part of life. Then release all*

*that is dark and not good in you, which will make room to let the light shine through.*

*The process of letting go can cause upheavals in your life, and relationships, jobs, habits all break and fall away as the new self is created and begins to emerge over the ashes of the old. At first these changes are small but eventually, you will begin to notice those changes affecting your life, relationships, jobs the way you think and feel, bringing a transformation, a metamorphosis as you change from a caterpillar into a beautiful butterfly.*

*There are many ways to start a session depending on what you believe and practice. The following is one way. Cleanse the space, with candles, sage, or crystals and affirmations or just natural sunlight and cleaning products. Use the cleaning agents to clean the room. A place of healing should be quiet and serene. Soft music can be played. You can create a field of protection to keep outside influence out of the healing space. This can be done by the following;*

- *Place a clear quartz generator crystal in each corner with the terminators pointing towards the center of the room. Then stand in the middle of the room and hold a clear quartz generator in the right hand with the termination alternately pointing at each of the crystals. Move in a counterclockwise direction focusing your healing energy through the crystals.*

- *The room should include a massage table about the height of the waist. The client should be lying facing up while getting the healing. One pillow should be under the head, the other under the knees to support the lower back.*

- *The client should wear clothes made of natural fibers like silk, wool, or cotton. This will ensure of the stone's energy conduction. A blanket can be used. Crystal healing session can last up to 2 hours.*

- *Start the client off with a conversation to find out what parts of the body are blocked or stressed-What part needs to be balanced. Give them the energy diagnostic healing questionnaire to fill out. Give them 5-10 minutes to fill out the questionnaire for whatever comes to mind first. This will show us what parts are blocked with what thoughts and thus enable us to create a proper healing regime. This will show us what crystals to use and where to focus on.*

- *This process is called peeling of the emotional and mental layers that have created the blocks. Peeling off the layers one by one by intuitive diagnostic questioning to reach the source of the problem.*

- *Then lay the client on the table and initiate a breathing technique. Use verbal imagery such as;*

*"Inhale and allow yourself to go deeply within, exhale and let go of any problems, stressful thoughts and concerns."*

- *Inhale deeply and Exhale and release and negative thoughts and emotions. Imagine a white Ball of light on top your head. Inhale deeply and exhale, let go of all thoughts as you concentrate on the light moving through your crown chakra down to you your shoulders, arms, your torso and your spine. Then down your legs and out of your feet.*
- *The shortening and shallowing of the breath is the first indication that a person is getting uncomfortable. They are beginning to feel the deeper emotional and psychological traumas of the past that might be responsible for creating physical disease.*
- *Brings focus back to the breath to neutralize the negative thoughts & emotions.*
- *Use visualizations and bring the breath into the areas of distress with each inhale and exhale, letting go of the tension.*
- *Inhale into the lungs as if you are filling a glass of water*
- *To exhale the glass is emptied, from the top first, then the middle, contracting the abdominal muscles to push the breath up and out.*
- *Now place the stones on the energy centers. When placing the stones use your intuition and listen to the stones as they speak to your inner knowing.*

*The Crystal Therapist must be very attentive and aware, as a great influx of energy is being infiltrated into the aura and into the physical body. Crystals and gemstones therapy opens the subtle energies. As a result, the aura and chakras are opened, and the client can become very vulnerable to psychic and etheric energies. You only want the highest and most positive influences to enter your aura. Using a clear quartz with a terminated end in your hand and moving around the client make an affirmation such as:*

*"I use these crystals with the highest good."*

*Once the stones are placed onto the energy centers it is important to become aware of thoughts, emotions and subtle impressions, images, colors that arise in the minds' eye. Ask the client to acknowledge all that arises from this session and to write it down once the healing is over, to interpret the messages that your self is sending to you.*

## *How to Check for Imbalances in the Aura & Energy Centers*

- *Feeling of pain and discomfort in certain area.*
- *Organs or areas that are blocked, physical imbalances are creating blockages that could manifest into bodily diseases are usually areas that are darkened or shadowed.*

- *The thoughts and feelings that will surface are the cause for the imbalance at hand.*
- *To imagine oneself surrounded in a bubble of impenetrable white light before viewing the situation more closely allows for a sense of protection and personal neutrality. This white light*

- *protects the client from traumatic memories, and at the same time it creates a connection with the light for healing energy.*

*For example, if one is unable to clearly express or communicate one's thoughts and emotions, there is a problem with the throat and heart chakra-use stones for healing the throat & heart chakra. Once the healing is done cleanse the space & stones. Re-freshen your healing space. Stones should be thoroughly washed with water & sun techniques.*

## *What Happens When Healing Begins*

*Emotions & Images can appear that have no meaning or memory linked to them. These can occur when you are viewing the blocked areas that are usually shaded/dark or shadowed in the aura. So, acknowledge those images & feelings let them come to completion by looking deeper into them. If one feels to overwhelmed use the bubble protection and breathing technique at hand. Let the light flow in your breath and throughout the energy centers down and then back up again through your spine. Emotional discharges can be neutralized, and karma can be resolved finally as lessons learned and put into an experience. The healer should be able to guide the client back to the center line focus. Whereas the client should be prepared to surrender and let go of all past traumas into the light. Let the higher light take over the lower light. This act leads to healing of the body and the soul.*

*Candy Hillenbrand says in her article "Flower Essences", from the website www.aplaceinspace.net/pages/floweressences.html, that,*

*"Sometimes there is a feeling of tension easing, of emotions coming to the surface. We may have a realization about something and feel a sense of relief for we are no longer "in the dark". Sometimes we feel no noticeable change but almost unfailingly, when we look back some weeks or months later, we realize that there has been a change, albeit a gradual change, we acknowledge that the problem was indeed faded or even disappeared entirely."*

### *Some Common Questions & Answers*

1. *A client comes to you and wants a crystal treatment for emotional upset. What is the first thing you will do with the patient?*

A. *I will make them comfortable and ask them if they have done crystal therapy before and how it affected them. Give them a brief overview of how your treatment works as for time, procedure, and payment. Ask pertinent questions to their emotional upset situation or complaint. How is it affecting their body, their mind and emotional state and lastly how does it affect them on a psycho-spiritual level. Based on your intake you can plan your treatment in your head. Crystals that can be utilized for emotional upsets are moonstone, rose quartz, herderite, selenite, peridot. Moonstone and rose quartz calms emotions and brings serenity, whereas selenite release blocked emotions and brings white light energy to protect from negative forces.*
*A good therapist does not judge their situation, nor should they even feel that they must come up with an answer. Sometimes being a good listener is the most important role. The healing will come as you point out who they really are.*

2. *A client comes to you who is constantly bleeding from an old wound. Would you treat this?*

A. *No. Advise them to consult a medical physician.*

3. *A client comes to you with an excess condition. Choose two methods of treating the client.*

A. *Method 1: Chakra Grid of the seven chakras allow us to bring balance to the areas associated with them. Place 7 stones corresponding to the 7 chakras on a person. Using the master stone at the heart. Then you can trace the grid with a selenite or quartz wand to activate the healing process. The 7 stones could be garnet, carnelian, amber, emerald, lapis lazuli, purple agate, quartz crystals. Master stone could be one of the following Amethyst, Rose Quartz, Selenite. Create a grid of 7 small clear quartz around the patient and activate the healing circle by tracing the circle with a selenite and quartz wand.*

B. *Method 2: To bring back balance of an excess condition use clear quartz and/or jade by meditating with your crystal. Put your crystal in your dominant hand or on the floor in front of you. Close your eyes & concentrate on the color of your stone, slowly try to vibe/connect with the crystal's energy. Set*

*your intention to heal with the crystal and visualize each chakra and breathe in and out through the chakra.*

4. *A client comes to you with issues about humility. Which stone do you use?*

A. *I would use Chrysoprase-Treatment should start by asking questions pertaining to their issues with humility to determine what to program the crystal with. Then do the laying of stone session for 20-25 minutes. While the crystals are on the chakra points have them visualize the corresponding color of each chakra, saturating and balancing each part of their body.*

5. *A client comes to you with issues of low-self-esteem. How do you program the crystals you are going to use?*

A. *Program the crystals with positive intentions or a positive affirmations, such as "I love myself" or "I am perfect, whole, and complete." Or "I am love, loved and loving."*

B. *The crystals to use for issues of low self-esteem, you can use Ruby and Galena stones, which assist in raising self-confidence. One can also wear a necklace, ring, bracelet, or earrings made from Chalcedony set in Gold.*

6. *A client comes to you with a broken heart. How do you proceed?*

A. *Listen to the client's problem and plan the treatment in the mind. Ask how this problem is affecting their body, emotional state, daily life etc., be sympathetic and emphatic. Start an intuitive Diagnosis consultation which could take several sessions to gradually peel the layers of heart break and emotional blockages.*

B. *The crystals I would use are green aventurine or rose quartz, pink tourmaline, pink kunzite, watermelon tourmaline. The best one to heal the emotions of the heart would be rose quartz or pink tourmaline. Take -7 rose quartz/pink tourmaline in a circle grid. Put 1 rose quartz/pink tourmaline on the heart chakra, while the remaining 6 rose quartz/pink tourmaline around the client, creating a circle of healing and unconditional love. Do this session for 20-25 minutes. Also, I would recommend carrying rose quartz, pink kunzite, and pink tourmaline in a pouch and carry with you. Can also drink rose quartz/pink tourmaline elixir and drink it 3-4 times a day.*

7. *A patient comes in having issues with their lymph glands. What crystals come to mind?*

A. *Black Tourmaline in Laying-of -stones format.*

8. *A client comes to you to have their aura cleansed from negative energy.*

A. *Crystals to neutralize negative vibrations are amethyst, chrysocolla, dolomite, fluorite, peridot, smoky quartz, black or green tourmaline, kyanite, quartz crystals.*

B. *Put crystals on each corresponding chakra based on the color scheme, this way the aura can be re-balanced of negative vibrations. Then take a kyanite wand/blade and moving over the outside of the body. Move the kyanite blade from the top of the head to bottom of toes till both sides of the aura are covered. Take some deep breaths, relax, and let go (to the patient) and leave crystals on the body for 20-25 minutes. Kyanite wands is a great way to open and clear the subtle energy pathways of the body. It can also be used on the meridian points to stimulate the flow of energy in the body. The kyanite wand procedure can either be done standing up or laying down.*
C. *One can also do laying of stones with Quartz crystals to bring in white lights' protective energy and at the same time to balance out the chakras which will balance and clear the aura of negative energies. Or just a simple laying on-of stones corresponding with each chakra color will balance out the chakras, thus balancing and re-energizing the aura.*

*Crystals that can be used to get rid of evil/demonic influences are as follows:*

- *Clear Quartz can be put on each chakra.*
- *In between each clear quartz and chakra put a double terminated clear quartz crystal to create a bridge of light.*

- *Place single quartz crystals of the generator type at the bottom of the feet in the hands and at the head. The terminated crystals should point towards the inside of the body to bring in more light.*

*This crystal gemstone layout will bring in a strong force of light energy to overcome all negative influences and entities. Make sure to cleanse the crystals after each use.*

## *Your Gemstone Healing Work*

*Explain to the client how you work. For example, the art of healing on a holistic level, is to treat the individual as a whole person by treating the mind, soul and spirit which will eventually heals the physical form. Every individual /client is unique and should be treated in a unique way. Explain how gemstones and crystals work to heal the energy systems of the human form. Explain the procedures. You might also explain how long it will take and how much it will cost.*

## *Day of the Gemstone Healing Session*

*Ask the client if they have had crystal therapy previously. Have them fill out your information sheet, with their contact information, medical history, a list of medications, they are currently takings. Have them sign the release form.*

*Discuss with the client, his/her lifestyles, eating habits, physical activities, and medical history. Ask them their complaint and how it is affecting them emotionally. Ask personal questions that pertain to their complaints. Once you have the info you can begin to plan out a technique to assist them.*

*A good Gemstone therapist does not need to answer or judge the client. Just listening to them is enough. Gradually the therapist will get to the root of the problem, as he/she peels away the emotional layers.*

*This is done over several sessions by intuitive diagnosis consultations which is discussing the emotions and thoughts that arise when doing the gemstones healing sessions.*

*If you are well advanced in reading the auric fields, then you will be able to see the emotional and mental blocks in the aura and can begin to determine what the root of the problem.*

*Please be aware that that Intuitive diagnosis Consultations with a Gemstone Therapist do not replace conventional medical diagnosis and treatment of psychology. Consult your physician first before meeting with a crystal therapist.*

*Discuss the different crystal healing therapies, like laying of stones, crystal remedies, crystals in a pouch to carry with you, crystal elixirs, crystal massage, crystal gridding, crystal hydra therapy.*

*Do a session of 20-30 min. consult how they feel and address any concerns that they might have? Record it in their file.*

## *End the Treatment and Session.*

*Let them know they did well and that you were happy to work with them. Let them know the session is finished and thank them for coming. Book next session and payment. Accept payment gracefully. Ask the client if they would like to book another session.*

*The End*

*Dr. Saiyra Akbar D.hlc*

*Crystal Light Therapist.*

Turquoise
Hematite
Chrysocolla
Tigers-eye
Quartz
Tourmaline
Pyrite
Sugilite
Carnelian
Snowflake
Obsidian
Moss
Agate
Rose
Quartz
Ruby
Malachite
Jasper
Amethyst
Lace
Agate
Lapis
Lazuli

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***Please keep in mind that the information contained in this course is not intended to treat, diagnose, cure, or prevent any diseases. It is designed for informational purposes only.***

*"Any illness, whether it be psychological or physical, will lead you on a journey of self-exploration and discovery that will completely change your life from the inside out." Barbara A. Brennan, Hands of Light*

*There are many energy therapies that are manipulation of the body and its energy field. These types of health therapies are known as bodywork which include massage, breathing techniques, manipulations of the auric field – the bioelectric energy field that surrounds every human being.*
*These energy therapies assume that there exists a universal life force that sustains health and well-being. This life-force is known as Chi, or Qi, and can be used as a self-healing modality.*

*Energy Therapy uses the belief that our thoughts and emotions play a significant role in shaping our physical health. That is our beliefs, thoughts, and emotions influence consciousness, and thus our physical form can be re-invented, re-designed and refined to improve our spiritual and psychological growth.*

*Energy therapies involve a high level of intuition, a keen sense of awareness and some form of psychic ability. Research has shown that individuals using energy therapies brings one to insights such as past-life recall and releasing of karmic bonds, etc.*

***Intuition***

*"Let yourself flow free with the dance of your life." Barbara A. Brennan, Hands of Light*

*Intuition is known as a gut feeling, a sense of knowing, an impression, coincidence, or some weird happenings. Intuitive impressions and insights are our ability to know something through our senses. Some individuals are naturally inclined with intuition while others develop this talent and with practice make it a refined skill.*

*If you think about it, you will realize that you have some level of intuition. Are there any moments or have there been any instances in your life where you have had an unexplainable coincidence, where you knew something or guessed at something, and it turned out to be right? This was your intuition at work. Accessing information intuitively is a talent/skill that we all have as human beings. These is the gift of healing with energy and psychic abilities.*

***Subtle Energy***

*We are all aware of our physical bodies, our different body parts, major organs such as heart, lungs, liver, pancreas, hormones, peptides, and neurons. In a similar fashion everyone is made up of*
*energy systems underlying the blood, and organs, which are essential for the function of the human body. This includes the subtle body, the aura, the chakras and nadis. The air around us is filled with the energy of hundreds of radio and television broadcasts in any given moment. Furthermore, the environment is filled with many thousands of telephone conversations that are transmitted by wireless and cellular phones. We are not aware of these broadcasts because they exist outside the range of our perception. The same holds true for the structures of the subtle body. These structures support a complex network of interdependent and interconnected forces, which interact with one another in a web of mutually conditioned relationships. These life forces are called subtle energy. Everything in the universe is dependent on life giving power of subtle energy. It nourishes the body and revitalizes its cells, tissues, and organs.*

*The concept of a person being made up of subtle energy has been around for millennia. This mysterious energy is the basis of all life and has been described by ancient schools of healing in both the east and west. Its life-giving properties are referred to in almost every spiritual tradition and culture worldwide. There are many names for this subtle life force energy including chi, Ki, qi, prana, holy spirit, manna, ether, orgone, biomagnetism, and zero point. Our subtle life-force energy animates the body. It is the essence of our beings, our consciousness and our souls.*

***Subtle Bodies***

*Surrounding our physical bodies is a series of subtle bodies. Each subtle body holds a unique characteristic that assists in interacting with the world. Our main physical form is the place from which we express ourselves. It is the foundation for the subtle bodies as a way for the soul to express itself in the physical world.*

a) *Etheric Body is the invisible, subtle body that acts as the blueprint of the physical body, providing it with a framework or pattern upon which it is shaped and set in place. This subtle body provides information to the cells of our body where it guides the physical body through its automated processes such as growth and development, repair, and healing.*
b) *Emotional Body is the next energy body that vibrates at a higher frequency than the etheric body. It is often thought of as being separate or independent of the physical body, yet it is an inseparable part of who we are. It is shaped by our feelings and expresses itself through our emotions.*
c) *Mental Body is where all our thoughts and solid ideas exist. It reflects our ability to think and construct images. It represents the energy of all our thoughts, beliefs, ideas, and values. Imagination, thinking patterns, perceptions, judgements, creativity, and inspiration depend on our mental body and are expressions of our inner reality.*

d) *Causal Body is the subtle body that consists of spirit and pure energy. It is known as our soul body and our higher self. The causal body creates abstract ideas and concepts, and guides to health, harmony, and wholeness.*

*Interpenetrating these main subtle bodies is the aura, which is the electromagnetic field that surrounds the body. The aura is generally defined as being composed of seven layers, which are*

*associated with the seven chakras which are discussed in Metaphysical Healing I, II. The nadis act as energy transporters. They are like rivers of energy flowing through the subtle bodies. They are like our blood flowing through our veins. This blood carries the imprint of all that we are, all that we think, and feel. Therefore, many religions put emphasis on pure bloods of nobility, prophets and chosen ones. They have purified their subtle energy bodies and become free from sin, ignorance, and disbelief of the invisible reality.*

*The rivers of energy carry and transfer energy in and out of the chakra. The nadis work to direct and transfer energy to our veins and arteries which carry blood through our body like a telephone line carries our conversations over its copper wire. There are 72,000 nadis in the subtle body.*

*Energy Therapies is all about understanding tuning into, evaluating, and manipulating subtle energy. To understand the true nature of illness and disease, we need to understand that disease can manifest in many forms such as life patterns (bad habits) that keep us from moving forward in consciousness. When our energy (life-force) is flowing harmoniously we are healthy and disease free. Whereas, if there is an imbalance in the life-force, the distorted, blocked energy begins the initiation of illnesses. Disease often reveals itself in the form of headaches, back pain, arthritis, sciatica, cancer, and other diseases. For example, an imbalance in the emotional body will show up as anger, rage, phobias, depression, and hate. It can also show itself in the spiritual body, appearing as being narrowminded, having disrespect for life and nature, or seeking materialism.*

*Blockages to the movement of one's life-force energy, if left untreated, can affect the function of the organs, glands, and tissues of the body. These imbalances can begin at an early age, or they can commence later in life. Emotional trauma, physical abuse and the dictates of society are just a few reasons why the flow of our life energy can become affected. Energy Therapies allow one to get back to balance, thus healing the diseased state. These therapies can support self-healing and aid in restoring vitality in their bodies and lives.*

*"Any discomfort anywhere in your body/life is a direct message to you about how you are out of alignment with your true self." Barbara A. Brennan, Hands of Light*

*Healing using energy therapies happens when the movement of subtle energy is restored to the affected parts of the energy field. Even a small amount of stagnant energy can leave us feeling out of sorts and un-centered. Replaying traumatic situations repeatedly in our mind, feeling depressed, irritated, hurt, or ungrounded are all expressions of unbalanced energy in the same way physical*

*diseases such as diabetes, gallbladder dysfunction, high blood pressure and cancer are. There, are many energy therapies that can be used to eliminate discordant beliefs, emotional blockages, as well as revitalize our physical body. Energy Therapies support increased health, healing and overall wellness. It charges the body with positive energy. The key to energy therapies is, It raises the vibratory level of the energy field in and around the physical body where negative thoughts and emotion have become attached. This helps to break up energetic blockages and allows the negative energy to dissipate. Thus, allowing our energy to be restored to balance on all levels. Once you understand how energy therapies work to heal you will become a Certified Energy Therapist/Facilitator.*

***Developing Your Intuition***

*The first step to becoming an Energy Healer is to develop your intuition, which will allow you to identify and clear the underlying causes of an imbalance:*

- *Trust is the most important component when working with intuition. That is, you must trust your feelings, inner communication, first impressions that you see in your mind's eye and your perceptions. Trust will develop through practice, repetition, and experience.*

- *A light-hearted attitude is vital to explore your intuition. We shut down the flow of our energy when we try too hard or are too serious in our endeavors.*

- *Allow your abilities to unfold naturally, joyously, effortlessly.*

- *Keep a journal to help your progress write down any unusual inspirations, experiences, and insights. Review your journal regularly so you can see the patterns in which you are receiving your intuitive information.*

- *Next identify your intuitive channel. This can be through several ways, such as, a thought, feeling, or even knowingness, seeing images or symbols repeatedly. By being aware of the sensations in your physical bodies, to the changes in our emotions or to what we are thinking, we can "tune in" and tap into the information on intuitive levels. How one receives this information varies from person to person. Some people are more sensitive to feelings; thus, they access and interact with the world around them on feeling levels. While others are more visual while others auditory. By understanding how you receive your information. Can help propel you forward as you explore and open yourself up to your intuition.*

  *One way in which we receive information on intuitive levels is through our feelings. Feelings are felt as a sense, meaning we experience them in our bodies. Feelers experience the emotional energy of others such as*

*certainty, peace, harmony, tranquility, jealousy, distrust, hate, or anger. Being open to the feelings of others is called clairsentience. We are having a clairsentient experience when we feel the vibes in an individual, or a place. This ability allows us to be emphatic, to share in the joys of others as well as in their sorrows. It warns us to when things are not right and can help us when making decisions by giving us a gut feeling. So, trust your inner knowing and gut feeling.*

*Another intuitive ability is clairaudient, which is when we experience receiving information on auditory levels. As humans we constantly have an inner dialogue is on two separate and distant levels. Our mental dialogue is aptly described as the non-stop inner chatter that we hear in our heads all day and night. When we receive information the clairaudient levels, it can be heard as a soft and gentle reminder from your inner knowing. At other times, this inner voice can be firm and directing. Oftentimes the nagging that is persistently there, is guiding us onto bigger and better things.*

*We can also receive intuitive information on visual levels. This ability is called clairvoyance. We have a clairvoyant experience; we see things in the mind's eye. It is the faculty we use*
*when we employ our imagination; visualize potential outcomes or even daydream. We use our clairvoyance at work to help us plan projects. We use it at home when we keep our eyes on our children. Receiving information on this level, is through a fleeting thought or image. Most assume that when they use this capability it is just their imagination at work, but it is not.*

*The last form of intuitive information is knowingness. We just know things through our inner knowing.*

*The following are some exercises to develop your intuition.*

***Exercise 1***

- *Close your eyes and take a deep breath.*
- *Think of an odd coincidence or intuitive experience you may have had in the past. Recall the details of what happened.*
- *Write it down in your journal. Be as detailed as possible.*
- *Which intuitive channel are you receiving your information, was it a feeling, a subtle voice, a fleeting image or a knowing?*
- *If other instances come to mind, record these as well.*

*This exercise will help you identify your dominant intuitive channel.*

***Exercise 2***

- *Pay attention to what is going on around and inside you.*

- *Did you have a feeling about someone or something that turned out to be true?*
- *Did a little voice or knowing remind you to do something?*
- *Perhaps you found yourself thinking about someone and he/she called you on the phone or you ran into them at the mall.*
- *Record your stories in your journal and be detailed.*
- *Identify what channel you were receiving this information on and why.*
- *Then you can congratulate yourself for having a psychic, intuitive experience.*

***Visualization***

*Visualization is the ability to picture things in your mind's eye. This innate gift involves using creativity and imagination to form mental images. It is working with your mind's eye. This skill can be learned with practice. This is working on the clairvoyant level, where the information we receive is always visual in nature, appearing in our mind's eye. Many of us dismiss our clairvoyant experiences as our imagination. Yet we should learn to trust our inner knowing. The following is a visualization exercise:*

***Exercise 3***

- *With your eyes open, can you see an image of your house?*
- *Can you visualize your car, motorcycle, bicycle?*
- *Are you able to recall your mother's face, your father's, or perhaps your first lover's?*
- *This will help you to strengthen your visualization skills*
-

***Exercise 4***

- *Pick a person you know well but have not seen in a while.*
- *Take a deep breath and do exactly what you did in the last exercise.*
- *Close your eyes and envision this person in front of you. Focus on the details of their face and then move to their body. Try Seeing them from behind or above. Use your minds 'eye like a camera and zoom in and zoom out. Imagine them in different settings or with a different hairstyle.*
- *Have fun and be creative.*
- *Record the details and your observations in your journal.*

***Tool & Techniques for Energy Therapies***

*When we work intuitively and energetically, we need energy tools, such as visualizations, intention, and our imagination. Along with that we need to create the right environment for energy therapies, this we can do by using rituals, signs, and symbols. This will help create the right mood and intention to heal. Energy tools are subtle tool and are created in the imagination. For example, to sweep and move negative energy from the clients, I imagine a feather duster, or a small broom, or use a selenite crystal wand which I move around the client's body in a sweeping motion. The following is an exercise to create an energy tool:*

***Exercise 5***

- *Take some deep breaths and with open eyes imagine you are holding a feather duster in your hand.*
- *Imagine the details of the feather duster, such as a wooden handle, and color.*
- *Hold on to its wooden handle and imagine its polished surface.*
- *Imagine you lifting your arms up and down and feel the weight in your hand.*
- *Move it from side to side.*
- *Can you see yourself with the feather duster?*
- *Can you feel it in your hand?*
- *Record everything you notice in your journal.*
- *Keep practicing, till you see the feather duster and become use to it.*

***Exercise 6 – Creating an Inner Viewer***

- *The inner viewer is an essential technique to view your inner self.*

- *Imagine a wide screen like a big screen television set in your mind's eye.*

- *Allow yourself to receive any images or impressions that come to you. Do not worry about what you see, let it freely flow from you onto the viewer. You will learn to decipher and trust the information given to you.*

- *Practice daily or regularly. Your Inner viewer can become dusty and dirty and needs to be cleaned. The dirt is an indication of stagnant energy, which can interfere with your ability to see clearly. Here is where you can use energy tools such as feather duster, cleaning cloth with window cleaners, mops, brooms, paper towels, or even a dust buster to clean the inner viewer.*

- *Clearing energy is the purpose of Energy Therapies.*

- *So, use the feather duster to clear the dirt and then use a cleaning cloth and window cleaner to shine the surface of the inner viewer. Clean the inner viewer in downward and outward motion, make sure to clean all sides and back of the inner viewer.*

*Remember the more you practice, the better your intuition will become. Energy and intuition are limitless, and this skill can be explored, practice in many ways.*

***Please keep in mind that the information contained in this course is not intended to treat, diagnose, cure, or prevent any diseases. It is designed for informational purposes only.***

## *Energy Therapies*

1. *Bioenergetics: was developed by Alexander Lowen, a psychiatrist who studied energy therapies of Wilheim Reich. Lowen theorized that suppressed and repressed emotions and desires affect the human physiology in a negative way-which shows up as distortion/stagnation of the energy fields, thus resulting in chronic muscular diseases and loss of vitality. He created an energy therapy which worked to manipulate and stimulate muscle energy. Lowen developed difficult exercises and postures that made the client scream, cry and express their repressed emotions. He also used dreamwork to find the source of the clients' troubled emotions.*

2. *Rolfing (Structural Integration): Rolfing was created by Ida Rolf, a biochemist. This energy therapy technique works to realign the physical body in a straight line. According to Ida Rolf a misalignment of the physical form causes the tissues between muscles to be thickened fascia,
resulting in impaired movement. When realigning the body's impaired movement, the fascia straightens through massage techniques, which then stimulates the stagnant energy to be aligned.*

3. *Shiatsu: Is a massage developed by the Japanese. Shiatsu uses finger pressures to manipulate and stimulate the life-force energy.*

4. *Acupuncture: Is a Chinese Energy Therapy which works on the fact that there is a connection between the body and its organs. The life force energy flows throughout the body and at certain points there are small vortices (chakras) of energy that are stimulated through the use of needles. Acupuncture may be used to treat pain and addictions, and to restore vitality to the physical form.*

5. *Aromatherapy: Is an energy therapy that uses aroma from plants, flowers, leaves, bark, seeds, and roots to stimulate the energy of the subtle-energetic systems of the physical form. The aromas promote health and well-being on a*

*holistic level. This form of therapy has been in in existence since the dawn of time and has been used by many healers. It first appeared in modern times in the 19th century and was developed by a French chemist by the name of Rene-Maurice Gattefosse. He named the study and therapy of aromas', "Aromatherapy." He introduced the healing potential of aromas in the form of essential oils. Aromatherapy can be used through the sense of smell and skin absorption (by rubbing and massage).*

6. *Homeopathy: Is a plant/herbal based energy therapy, which was developed by a German Doctor Samuel Hahnemann in 1796. It is based on two philosophies, of which one is that 'like cures like,' which is the idea that an imbalance/illness can be cured by a substance that produces similar symptoms in healthy people. The second philosophy is that 'small doses' of remedies can initiate the healing process. This way the body heals itself. The website www.webmd.com/balance/what-is-homeopathy, describes the homeopathy healing process as, "A basic belief behind homeopathy is 'like cures like.' In other words, something that brings on symptoms in a healthy person can, in an extremely small dose treat an illness with similar symptoms. This is meant to trigger the body's natural defenses. For example, red onion makes your eyes water. That's why it's used in homeopathic remedies for allergies."*

7. *Acupressure: Is like acupuncture. Instead of using needles the therapist uses his/her hands and fingers in massage stimulation. The therapist uses his/her fingers to massage and stimulate the energy vortices (the acupressure points-mini chakras) located on the physical body.*

8. *Reiki: Is another energy therapy that is quite common in the Orient. It was developed by Dr. Mikao Usui, a Japanese healer and doctor. He based his system on ancient healing techniques, that used energy transfer and stimulation through hand-on-healing and moving the negative energy out of the auric fields. He used the feather brush technique but with his to brush away the negative energy downwards, and away from the body. A Reiki Therapist uses symbols and*

*breathing and visualization techniques to bring energy back into balance, thus healing the physical form.*

9. *Reflexology: Is an energy therapy that uses foot massage to stimulate the energy under the feet which corresponds to the organs of the body.*

10. *Chiropractic: was developed by Dr. D.D. Palmer and is a form of energy therapy that is used to stimulate and manipulate the spine and joints by way of massage to realign the distorted energy. The chiropractic works to realign the spine to correct the neurological functions, poor posture, joints, muscle pain, and stress. Chiropractic therapy was further evolved into Applied*

*Kinesiology by Dr. George J. Goodheart which advanced the treatment with the science of muscle activation. Goodheart believed that injured muscles can be treated by activating their opposing weak muscles.*

11. *Sound Therapy: Is another energy therapy with great therapeutic effects. It refers to use various vibrational energy frequencies to treat physical and mental conditions. The energy of vibrational frequencies is used to manipulate and stimulate towards health and well-being. Sound therapies are found in meditation CD's, in drumming, chanting of sacred words or mantras, singing, dancing and pulsating rhythms. The soothing, harmonious sounds may help dissolve energetic blockages and facilitate healing.*

12. *Crystal Light Therapy: Crystal Light Therapy is an advanced form of Crystal Therapy. It uses crystals with light that corresponds to the associated chakra. The Therapist uses a Crystal Light Therapy Bed which has 7 quartz crystals designed to align with specific chakras on the physical body. Each crystal is enhanced with light that corresponds to the color associated with the chakra. The crystals become even more targeted at delivering their energetic property. These crystals remove negative energy from the chakras and revitalize each chakra and thus your whole (Holistic) being. The website https://coach.nine.com.au/lifecoach/crystal-light-therapy-road-test/5ab55b97-db5d-457c-a3c0-747d7af380a9, describes a therapy session with this newly evolved energy therapy,*
*"The use of crystals to promote healing, happiness and general wellbeing has become commonplace in the last few years – your bus driver probably has a piece of rose quartz in his pocket to ward off traffic jam-induced stress.*

*Many are wearing crystal-accessorized jewelry, decorating their homes with gemstones, and putting their faith in pretty rocks when it comes to their health. A new wellness craze sweeping cities including Sydney and Melbourne is crystal light therapy, sometimes called crystal bed therapy or crystal bathing. The treatment involves laying on a bed with crystals suspended over your body, which are lit with different colored LED lights to align with the various 'chakras' – or energy centers – of the body. It all sounds a little woo-woo or "trippy dippy" as my nana might say, but places offering crystal beds are popping up fast in response to the demand from people hoping the alleged benefits of crystal therapy will work elevated energy levels, reduced stress*

*and fatigue, better sleep, and general relaxation. Intrigued by the crystal light therapy treatment trend and a known sucker for trying out health fads, I walked into Modrn Sanctuary in New York City. In the stylish, low-lit waiting area I was surprised to see suit clad-men and women who looked like they were on a break from work, not the Tree of Life clientele I had expected.*

*I was led to a room where I found the very Instagram-able crystal bed, which looked like a normal massage bed except for the Vogel cut quartz crystals hanging above it, emitting a rainbow of colored lights. Each light aligns with a different chakra, beginning at the crown of the head down to the groin. The bed also has crystals embedded within it, and an infrared heating mat underneath the sheets and blankets. A machine attached to the side of the bed is used to control the crystal lights and vibrational settings – the latter can be synced with a soundtrack of soothing sounds and binaural beats (soundwave frequencies said to induce a meditative state). After having all this explained to me and being asked to choose a private 'intention' for the 30-minute session, I was instructed to lay down on the crystal bed and put on headphones and an eye mask. For the next half hour crystals glowed softly above me, the bed went through various vibrational cycles, and the sound of hypnotic beats fused with 'natural' sounds like a flowing creek or waves crashing on the beach played in my ears.*

*I soon lost track of time or the fact I was in a room laying on a crystal bed at all, focusing only on the vibrations and sounds. When the soundtrack and vibrations stopped and I was tapped gently on the foot to let me know my half an hour was up, I felt a bit disoriented. I was told that was totally normal, given a glass of water and assured I could take my time leaving the room. Once that slightly confused sensation passed, I felt how I always hope to after meditation but rarely do: deeply relaxed, calm, quiet and centered. I understood why I saw professionals in the waiting room: if anyone needs instant calm and rejuvenation – or just to lay in a dark room – it's New York suits."*

13. *Color Light Therapy: is based on the notion that colored lights hold vibrational energy frequencies that help treat physical and mental health. Color Light Therapy is done by shining color light on a particular area of the body. This energy therapy is based on the notion that colors create electrical impulses in our brain, which stimulates hormonal and biochemical process in our bodies.*

14. *Flower Essences: are made from the vibrational energy of the flower. They are a form of plant (herbal) based medicine. Flower Essences are liquids infused with a flower's energy. They help to treat and dissolve the energy of negative thoughts and emotions and are geared towards easing mental and emotional ailments. Edward Bach developed the first set of flower remedies.*

## *Vibrational Energy Therapies*

*"This system of thought examines human functioning from the perspective of multiple interactive energy systems. It is an attempt to go beyond the current medical paradigm of illness to understand at a deeper level why our thoughts and emotions affect our physiology, and to comprehend how therapies as simple as herbs, flowers, and water can be such powerful healers."*

*Richard Gerber, Vibrational Medicine: New Choices for healing Ourselves*

*Vibrational Energy Therapies are based on the fact that all matter is energy in its varying degrees. Dark, dense matter is frozen energy which moves at extremely low levels of speed. Whereas, light matter, is lighter and free-flowing energy moving at faster, higher levels of speed. The whole universe is composed of pure, primordial vibrational energy from which everything came into existence and which sustains the ever flow of conscious growth and evolution of the entire universe. Thus, everything is energy in its varying degrees and dimensions. Based on this concept the human form can be healed through the manipulation and stimulation of energy.*

***"The vital force creates order in living systems and constantly rebuilds and renews its cellular vehicle of expression." Richard Gerber, Vibration Medicine: New Healing Choices for Ourselves***

*There is a medical paradigm shift occurring, where energy is the medicine and where humans are viewed as beings of energy, therefore they are treated with energy. The intricate energy systems work as a network in the physical form- That is an intermingling of the life-force with the human form.*

*Everything in the universe is in motion and vibrating at varying levels of frequencies. Even stationary objects are vibrating, albeit at a slower rate. Our world and everything in it are made up of a varying degree of vibrational frequencies. Vibrational energy medicine manipulates energy at the subtle levels. For instance, disease always starts in the subtle bodies, our invisible, energetic fields surrounding our bodies. Since everything in the universe has a vibrational frequency, an energetic field is manifested in the same shape of that object. This energetic field is called an aura. Our energy bodies consist of two sets energy systems that are interconnected and intermingled into our physical form. The first subtle energy system consists of wheels of energy or spinning vortices of energy called chakras. This subtle energy system consists of seven major chakras, which are found on a vertical column starting from the top of the head down the spine. Each energy center receives energy from our actions and transforms and transmits it to its proper place. The chakras are storehouses of information of our actions, thoughts, and feeling that have affected us in our lives. There are also twenty-one minor chakras and many lesser chakras, located at different points of the physical form. Furthermore, there are many other tiny energy centers, which are known to the Chinese as acupuncture points.*

*The second subtle energy system is manifested as energy fields on the auric layers found outside the body in a luminous veil. The aura consists of seven layers operating at a different vibrational frequency. Each field operates as a real body. These fields are laid out as blueprints to our physical body. The physical body is an expression of our souls to manifest our self on the physical level. It is the vehicle from which our soul lives out on the physical world.*

*Richard Gerber in his book 'Vibrational Medicine: New Healing Choices for Us,' describes the effects of imbalanced, distorted energy states and how they can be healed through Vibrational Energy Therapies. He says that "...we, as human organisms, are a series of interacting multidimensional subtle-energy systems, and that if these energy systems become imbalanced there may be resulting pathological symptoms which manifest on the physical/emotional/mental/spiritual planes. He describes how these imbalances can be healed by rebalancing the subtle energy templates with the right frequency of vibrational medicine. This is the essence of the foundation of vibrational medicine."*

*Dr. Gerber goes on to explain how a diseased state can cause our frequency to oscillate at different frequencies or even less then harmonic frequencies. These imbalanced frequencies are the state of the cellular energy of the disease. He goes on to say that "If a person is not able to rebalance or increase his or her energetic mode to a normal frequency, then either a general or a specifically tuned frequency input in needed. This is the role that vibrational medicine plays."*

*Energy Therapies are based on the knowledge that a human being is a multi-energetic system-that is they are more than flesh and blood. The physical form is animated by a subtle-energy system which gives it life and is found in all living beings. It is the ghost in the machine. This ghost is a conscious living being, known as our soul or spirit, which creates an intricate system of subtle energies that feeds and animates the human form.*

*Energy therapies uses the knowledge of these subtle systems that intermingle with the physical, to create a healing state-that is they interact with the psychological and physiological systems to correct the distorted energetic imbalances.*

*"As we shift from the materialistic, mechanistic, Newtonian worldview to the Einsteinian, Quantum mechanical holism, medicine and the people who practice it will also change. We will newly embrace the holistic view that has been with us for thousands of years. It is an understanding that not only does the healer see health from a holistic perspective as part of an overall relationship with the universe, but the healer lives as an example of such a whole and harmonious way. I saw this being actively practiced by some Ayurvedic physicians in India, and heard about it in Taoist healers, American Indian medicine men/women, and Hunza healers. In our Western Culture it has been practiced for over two thousand years by the Essenes, who produced such healers as John the Baptist, John the Divine, and of course Jesus. This tradition re-emerged around the 1400's from Constantine, who studied Essene*

*texts in the Monte Cassino Monastery and then taught them at the Solerno School of Medicine in Italy. Today, as there have always been, there exist evolved healers who continue to carry on these harmonistic holistic healing traditions…"*

*Dr. Gabriel Cousens, M.D, Vibrational Medicine: New Choices for Healing Ourselves*

***Resonance***

*It is important to know that resonance, which is synchronized vibrations, play an important role in energy therapies. When you put different vibrating objects/things together, they begin to gradually resonate at the same frequency- that is they begin to vibrate(resonate) at the same frequency. They become in-sync with each other. This concept is an enigma to researchers of energy but is the foundation on which energy therapy is built.*

***Philosophy of Vibrational Medicines***

*The philosophy of vibrational medicines is based on the holistic concept that healing comes from the balance of our physical and spiritual energies. Gabriel Cousens in his book, "Spiritual Nutrition and the Rainbow Diet," says that, "The tissues which compose our physical form are fed not only by oxygen, glucose, and chemical nutrients, but also by higher vibrational energies which endow the physical form with the properties of life and creative expression." Cousens' goes onto explain that our health is a combination of many energies, it is the harmonious interaction of our subtle energies with the energies of our human form and the energies coming from our environment. We are in fact absorb varying degrees of energies and our health becomes a sum total of those energies. Thus, our thoughts, emotions, our environment, the foods, we eat, the people we meet and interact with all contribute to our overall health and well-being. Therefore, the aim of Holistic Life Coaching and Holistic Therapies is to live in balance in all aspects of our lives, so that we can continually heal and rejuvenate ourselves as we age. This can only be done as we move from a Newtonian based thinking model to a holistic model based on Einsteinian Quantum worldview. Dr. Gabriel Cousens' says that understanding this concept will allow for a "…graceful transition from the atomistic fragmented Newtonian understanding of health to the unbroken wholeness of the Einsteinian Quantum Mechanistic worldview."*

***Kirlian Photography for diagnosing illnesses***

*Kirlian Photography was developed by Semyon Kirlian in 1939 accidently, when he and his wife first saw this procedure on a patient in Krasnodor Hospital, who was getting medical treatment from a high-frequency electrical generator. They*

*observed that when the electrodes were brought near the patient's skin, there was a glow around the patient. This led the Kirlian couple to conduct several experiments, where they had an object on a photographic plate which was connected to a high-voltage source, which then produced an image on the photographic plate-the image showed an aura of light surrounding the image. They also used a leaf, plant material and a hand to further the study of this mysterious glow that surrounded the object in question. They place a photographic film on a conducting plate and another conductor was attached to an object (exp. A leaf). Then the conductors were energized by a high frequency, high-voltage power source, producing photographic images typically showing a silhouette of the object surrounded by an aura of light.*

*Kirlian photography measured the aura-the bioelectrical fields also known as the subtle energy field surrounding the human body. The Kirlian couple believed that Kirlian Photography images showed a life-force or energy field that reflected the physical and emotional states of their living subjects. These images may aid in diagnosing diseases and disorders for Energy Therapists, Hands-on Healers and could also benefit in the field of Parapsychology.*

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## *Coaching/Counseling Session*

*The coaching /counseling session usually consists of two people having a discussion and working towards a goal/objective. To make it a successful endeavor*

*you will need a few essential techniques on how a coaching/counseling session works. There are three major parts to a coaching/counseling session.*

A. ***The Beginning Phase**: Where you would screen a client and create rapport.*

B. ***The Main Phase:** This is where we discover the purpose of the coaching/counseling session and introduce the coaching technique and integrate it into the session (Here you would include Holistic Life Model, Meditation Techniques, Energy Healing, Crystal Therapy-which fall under acupuncture licenses. Holistic Life Coaching and Relaxation centers usually do not require a license. It is recommended to check with your local government.), you can use worksheets for reinvention, dream journaling, worksheets for enhanced relationships, boundaries, etc.). Your role would be to direct the flow of the session. Ask questions in a concise, open-ended manner such as," Do you believe that?", "What happened next?" These types of questions allow the client freedom to respond and elaborate on the issue.*

C. ***The End of the Session Phase**: Here you make an action plan of what you would like to do to initiate change and reach their goal. Conclude and schedule the next session.*

## *A detailed view of each phase:*

A. ***The Beginning of the Session:** Once a client contacts you, they will explain a little of their situation and ask if you can help them. Be professional, confident, and positive, as the client will be assessing if you are the right person to help him/her. While you do the same. This process is the Initial Screening Process, for you need to know a few things before taking on the client; Ask yourself the following:*

- *Does the client appear to be mentally/emotionally healthy? If yes proceed to the next question. If no refer them to a licensed professional. Clients may contact you in one of several ways. It could be from your website, business card, word-of-mouth, referrals, or from your marketing efforts. When a client contacts you, it will usually be by telephone. They will typically inquire as to whether you can help them with their specific issue(s). This is the time when you must make a good first impression and help them to feel comfortable and reassured. This is the beginning of building rapport. Therefore, you need to sound as professional. The initial goal here helps the client to determine if you are the right person that can help him or her the second point is for you to determine if you can and want to work with this client. While the prospective client is screening you, you should also be screening them. In the Initial Phase you need to determine whether you are to help the client with*

*their specific needs. Every coaching/counseling relationship must be win-win. If the client is actively seeing a mental health professional (or has in the recent past), decline to accept the client until such time as they are no longer doing so, and then think twice before moving forward unless you are working together with the client's mental health counselor.*

- *Next determine if the clients' goal/objectives are reasonable and if you can help achieve them. That is if its' in your area of expertise. If No decline the client and explain your area of expertise does not include his/her goals & objectives. If yes proceed to the next question.*

- *Does the client appear to be committed to achieving his/her goals/objectives & making the necessary life-changes? If yes accept the client, otherwise decline the client. Also, if the client is seeing a psychiatrist/psychologist it is better to decline the client. Any cases of sexual harassment, abuse of any kind, rape should be declined and referred to a professional licensed health professional. Once you have accepted the client set a time and date for the session (This could be by telephone, skype, or face-to-face sessions). Be punctual. Greet the client warmly, smile, and put them at ease.*

- *Ask questions to know the client and share facts about yourself also. Then proceed to telling them what you can do for them by explaining how the session works. Let the client know that your goal is to help them achieve success in whatever they endeavor to accomplish. If they succeed, you succeed.*

***B.Discovering the Purpose of the Coaching/Counseling Session:*** *In this phase of the session, you will work on discovering some basic information to best serve your client. A Client Exploration form is given to the client. This is a coaching questionnaire that will tell the coach what he/she needs to focus on. You also need to inform the client of your code of ethics, policies and sign the coaching/counseling agreement. I will attach a sample form at the end of the course. This template can be modified for your own use. Explain the technique you will use and how it works, such as the Holistic Life Model, Crystal Healing Technique, or Energy Healing Technique you will use. It is also important that you, as the coach/counselor, are assertive and take appropriate control over the direction of the conversation and session. This does not mean that the client cannot speak freely; it means that you should be mindful of where the session is going and exercise control where necessary. The rapport-building process may take 10 minutes or so on the first session and you can incorporate the next phase of fact-finding into it. Rapport building will take less time on subsequent sessions, but you should reaffirm and deepen the rapport during every session.*

***The following are some ways to build rapport:***

*• Greet the client warmly and put him or her at ease.*

*• Smile and make good eye contact and acknowledge what the client says with appropriate facial expressions and head nods. Be Cheerful, and optimistic.*

*• Listen carefully get to know each other. Ask questions about him or her to get to know them a bit, and in the process, share some interesting facts about yourself so the client can get to know you.*

*• Let the client know your goals for coaching and inform them that you are committed to helping them succeed.*

*• Be a motivator! Your enthusiasm will help the client to buy into the possibilities themselves, as will your own high self-confidence. As a coach, I always endeavor to "provoke them to thought and disturb them to action."*

*As you get more experience you will begin to develop your own coaching style using your own unique gifts and experience, and you do this through practice. Therefore, take in all the information and let it gradually seep into your thoughts and emotions, thus your core beliefs, which will then move you towards a transformation towards a true metaphysician and professional doctor and coach. your niche and develop your own coaching style.*

c. ***The End of the Session:*** *Before ending the session give the client a task to accomplish by the next session. This would be the plan of action that would include tasks and activities that would inspire and motivate to initiate change. Some tasks/activities are as follows:*

   - *The client has relationship issues. Here you would need to have the client complete the "Relationship Questions Worksheet" before the next sessions.*
   - *If the client has self-acceptance issues, self-esteem issues, have them review the Holistic Life Model and write down all the good things they like about themselves, and then add one good thing each day till the next session. A notebook or journal is advised to keep a record of their own self-help progress.*

- *If you have issues with Time Management, use the concepts we discussed.*
- *If you are working on goal setting, use the method we discussed.*
- *If you are helping the client to solve a problem? Use the problem-solving skills such as critical thinking skills, deductive and inductive reasoning skills, the 180 Degree Principle. Get them started by brainstorming a few solutions, then have them complete it before the next session.*
- *If boundaries are an issue? Have them write done the boundaries that are being violated and what boundaries they would like to put in place. Use the different tools and techniques you have learned.*

- ***Schedule the next session and conclude the session.*** *Payment for the session can be done, prior to the start of the session or after the session concludes. Make sure you give them an invoice, and a receipt of payment.*

### *Follow-Up Session*

*You can have a questionnaire sent to them prior to the next session. The questions are as follows and can be modified accordingly:*

1. *Which of the action points we agreed upon on in our last session have you accomplished?*
2. *Which action points have you not been able to accomplish?*

## *Final Exam for Holistic Life Coaching/Crystal Light Therapist/Energy Therapy*

***Name: _____***

***Address:***

***_____***

***Phone: _____ Student No.: _____***

1. ***Describe three points you liked about this Certificate Program. (Between 500-1500 words)***

2. ***In your own words describe the three phases of the coaching/counseling session (For those who are doing the Holistic Life Coaching and Energy Therapy) and the follow up session. (Between 500-1500 words) If you are specializing in the Crystal Therapy Certificate Program then describe the Crystal Therapy Session. Be Detailed and Professional.***

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instituteofmetaphysicalsciences@yahoo.com.

# Coaching Discovery Profile

**Welcome! Please fill out this questionnaire as completely and legibly as possible. This form is confidential and for coaching purposes only. It will help me to better help you!**

CONFIDENTIAL!

**Date:** ☐☐/☐☐/☐☐☐☐

| | |
|---|---|
| **Name:** | **Business Name (if applicable):** |
| **Address:** ☐ Residence ☐ Business<br>Street: _____ Apartment: _____<br>_____<br>City: _____ State/Province: _____ ZIP: _____ Country:<br>_____ | |
| **10 Digit Phone Number:**<br>☐ Cell | **Email Address:** |
| **Date of Birth:** **Gender:** ☐ Male ☐ Female | **Occupation:** |
| **Emergency Contact Name:** **Relationship:** | **Phone:** |

**Desired method for coaching sessions:**

☐ In Person ☐ Telephone ☐ Skype YOUR USERNAME: _____ (Please approve our Skype contact request when received)

**What are the two best days and times for your coaching sessions?**

**1)** Day: _____ Time: _____ **2)** Day: _____ Time: _____

**Method of Payment:** ☐ Check ☐ Cash ☐ MC ☐ VISA ☐ Discover ☐ Amex ☐ PayPal ☐ Other

**Please check any of the following health conditions that apply:**

- ☐ **Allergies / Asthma**
- ☐ **Pain** Location: _____
- ☐ **Seizures or Epilepsy**
- ☐ **Schizophrenia / Hallucinations / Delusions**
- ☐ **Depression**
- ☐ **Bi-Polar Disorder**
- ☐ **Other Diagnosed Physical or Mental Condition:**

**Are you presently under a doctor's care?** ☐ **Yes** ☐ **No**

If yes, please describe:

_____

Doctor's Name: _____ (We do not contact your doctor as a standard practice)

**Are you currently taking prescription medication? ▯ Yes ▯ No**

If yes, please describe:

_____

**Are you now or have you ever been treated by a mental health professional? ▯ Yes ▯ No**

If yes, please describe:

_____

**Please answer the following questions honestly and briefly, but thoroughly. Take your time. This form is confidential.**

## REGARDING COACHING

1. **What is your primary reason(s) for coaching?**

2. **What benefits will you gain once your desired objective(s) is reached?**

3. **What are you expecting to happen by using a coach?**

4. **What is the most empowering and helpful thing I can do for you during our sessions?**

5. **How will you know that your coaching was successful?**

## ABOUT YOU

6. **Please list 3 things you like best about you.**
   1. 
   2. 
   3. 

7. **What are you most passionate about?**

8. **What do you like most about your life now?**

9. **What do you like least about your life right now?**

10. **Where do you want your life to be one year from now?**

11. **In what area(s) would you like to grow and experience positive change within yourself?**

12. **What one thing could you do in your personal and/or professional life that, if you did on a regular basis, would make a tremendous difference in your life?**

13. **Would those who know you best say that you are more outspoken or more reserved? On a scale from 1 to 10 with 1 being *very reserved* and 10 being *very outspoken*, which number do you think they would pick?** **(Circle Your Choice)**

**(Very Reserved) 1 2 3 4 5 6 7 8 9 10 (Very Outspoken)**

14. **Would those who know you best say that you are more emotional or more logical? On a scale from 1 to 10 with 1 being *very emotional* and 10 being *very logical*, which number do you think they would pick?** **(Circle Your Choice)**

**(Very Emotional) 1 2 3 4 5 6 7 8 9 10 (Very Logical)**

15. **On a scale between 1 (lowest) and 10 (highest), where would you currently rate your self-esteem?**

**(Circle Your Choice) 1 2 3 4 5 6 7 8 9 10**

## ABOUT YOUR BLOCKS

16. **What do you believe is holding you back or blocking you?**

17. **What benefits do you gain by NOT reaching your objective(s)?**

18. **What fears do you have concerning moving forward with your objective(s)?**

**19. What is the most critical thing(s) you say to yourself?**

## ADDITIONAL INFORMATION AND COMMENTS

**Have you ever used coaching before? ☐ No ☐ Yes If Yes, how long ago? _____**

**What did you like MOST about your previous coaching?**

**What did you like LEAST about your previous coaching?**

---

**Please feel free to add any additional comments you may have here:**

# *Saiyra Akbar Institute of Metaphysical Sciences*

*https://saiyraa.wixsite.com/mysite*, *instituteofmetaphysicalsciences@yahoo.com*.

## YOUR COMMITMENT AND AGREEMENT

- I understand that I must be fully committed to making positive changes in myself to see beneficial results. To this end, I authorize this practice to engage me in coaching and I commit to following the mutually-agreed upon actions given me during my sessions, and to keep all scheduled appointments.
- I understand that staff members of this practice are not state licensed medical or mental healthcare professionals and do not prescribe drugs, diagnose medical/mental conditions, or provide therapeutic treatment or advice for such conditions. Nothing contained in any information provided by the staff or this practice, either verbally or in print, is intended to constitute or be construed as professional medical or psychotherapeutic advice for diagnosis or treatment. The methods used by this practice are holistic life coaching, general personal growth and empowerment techniques, positive suggestion, spiritual counseling, psychic readings, energy work, guided imagery, visualization, and/or relaxation techniques.
- I understand that staff members of this practice are ethically and legally bound to protect the confidentiality of our communications. I understand that you will only release information about our work to others with my written permission or in response to a court order. I understand that there are some situations in which you are legally obligated to breach confidentiality in order to protect me or others from harm. I understand that if you receive information that indicates a child, elderly, or disabled person is being abused, you must report that to the appropriate state agency. I also understand that if I become an imminent risk to myself or make threats of imminent violence against another, you are required to take protective actions by filing a report with local law enforcement.
- I understand that the results of my sessions depend greatly upon my own serious participation and, therefore, this practice cannot offer any guarantee of

the success of my sessions. I am aware, however, that this practice will do everything reasonably possible to ensure my success.

- I agree to pay for all services when rendered (unless prior arrangements have been agreed upon). I understand that, except for emergencies, 24 hours notice must be given when cancelling or rescheduling an appointment otherwise I agree to pay for the missed appointment.

## Code of Ethics

1. **Proper Perspective:** As a coach/counselor you are a guide and facilitator there to help people. You should never expect your clients to adhere to every word you say, or make decisions based solely on your advice. Your coaching/counseling should never be presented as a substitute for the professional fields of mental health, medicine, law, or financial planning. Do not give recommendations or advice outside your expertise. It is essential to assess the state of mind of a

   client who may be depressed or upset and, if necessary, refer them to a medical or mental health professional, crisis hotline, abuse shelter, etc.

2. **Avoid Conflicts of Interest & Over-Familiarity:** As a Holistic Life Coach, Energy Facilitator, Spiritual Counselor, one must be careful of conflicts of interest and becoming overly familiar with clients. Transference or countertransference can occur if a coach/counselor become overly familiar with the client. The website https://www.healthline.com/health/mental-health/transference says that, "…transference in therapy happens when a patient attaches anger, hostility, love, adoration, or a host of other possible feelings onto their therapist or doctor." Transference has several aspects to it but generally means that a client may "transfer" feelings normally associated with a parent or loved one onto the counselor/coach. One area to be mindful of is, sexual impropriety on the part of the coach/counselor and client. Life Coaches, Spiritual Counselors should maintain a strict code against intimate relationships with clients.

   Another such occurrence is Countertransference. The website https://www.healthline.com/health/mental-health/transference#countertransference, describes this as, "Countertransference occurs when a therapist redirects their own feelings or desires onto their patients. This may be a reaction to the patient's transference. It can also happen independently of any behaviors from the patient. Therapists are guided by strict professional codes. As such, they work to establish clear lines of separation between themselves as a healthcare provider and you as a patient. For example, a

therapist cannot be your friend outside of the therapy setting. They need to maintain a professional distance." Local laws may also apply to spiritual counselors because they are also Ministers (clergy/religious leaders). Life Coaching and facilitators are not regulated under the same local laws. Over-familiarity can include sexual harassment. Conflict of Interest could include a business or financial partnership. The website https://www.thebalancesmb.com/what-is-a-conflict-of-interest-give-me-some-examples-398192,
"A conflict of interest involves a person or entity that has two relationships competing with each other for the person's loyalty. For example, the person might have a loyalty to an employer and loyalty to a family business. Each of these businesses expects the person to have its best interest first. Thus, the conflict. Conflicts of interest can happen both personally and professionally." The same website gives examples of conflict of interest of which one is Nepotism-which means to give favors to relatives and close friends. Another example is Self-Dealing-when someone acts in their own interest in an organization, rather than the interest of the organization.

3. **Do No Harm:** Do not use your skills and abilities for harm, ego, or personal power. Do the right thing.

4. **Respect Boundaries:** Do not use your skills and abilities on another person without their permission, do not invade another person's boundaries. Respect their privacy. Always maintain full client confidentiality.

5. **Do Not Judge Clients:** Be open to all people and all belief systems. Do not harbor prejudice against people because of their ethnicity, gender, color, religious beliefs, or gender preference.

6. **Declining Clients:** It is fine to decline a client. Occasionally you may find that you and a certain client may not be a good match for several reasons. These reasons could include a simple energy mismatch, the client may need professional counseling from a licensed professional, or for whatever reasons. There is nothing right or wrong about this; It is part of human nature. You have the right to decline a client if you do not feel you are able to help him/her. In such cases, kindly tell the client that you do not feel you are a good fit for their needs and refer them to someone else if you can or simply send them on their way.

7. **Do Not Offer Irrelevant Information:** Be wary of answering questions like, "Is my boyfriend/girlfriend cheating on me?" or "Is my spouse going to leave me?" These types of questions are unpredictable, as you could be misinformed and end up causing a lot of pain and trouble to someone's life, relationships, and finances. Your job is not to understand, or manipulate

someone else, it is to help them understand and change themselves for the better. Explain this to your client if you get such a question.

8. **Lifelong learning:** Any code of ethics should always contain an appreciation for and commitment to continuing education and life-long learning. Many people, unfortunately, do not like to learn new things, because it is too much "work." Instead, they wander aimlessly through life never achieving their full potential. This group also includes some in the metaphysical field, believe it or not. Any true profession knows the value of continuing education and invests in themselves regularly.

I have read, understand, and accept the above Commitment and Agreement as well as your Code of Ethics. I also acknowledge receipt of my own copy of this agreement including your Code of Ethics.

Client Signature: _____

Date: _____

## OUR COMMITMENT TO PROVIDE QUALITY SERVICE

**OUR APPROACH:** We take the time to get an accurate view of your goals and objectives and are committed to your success. It is our goal to help you to the best of our ability with patience, honesty, encouragement, and support. If we determine anytime during our visits that you would be better served by another professional, we will make that known to you and provide a referral if possible.

**CONFIDENTIALITY:** We will not release any information to anyone without written authorization from you, except as required by law.

**FEES:** The charge for our services is [$ 50 Fee] per session. We accept PayPal, checks, cash, and major credit cards. **We reserve the right to charge for broken or cancelled appointments without a 24-hour advance notice, except in emergencies.**

**INSURANCE:** In general, insurance companies do not cover coaching services. We suggest you think of our services as something that you will pay for personally. This will both protect your privacy regarding the insurance company and help you to more highly value the work you are doing.

**REDRESS:** Dr. Saiyra Akbar and Dr. Shahir Ali Aslam are Professional Member of the International Metaphysical Practitioners Association (IMPA) in good standing and adheres to the high standards of the IMPA Code of Ethics for the benefit of all concerned and in the spirit of "Do no harm." Comments, testimonials, or complaints may be submitted on the IMPA website at www.MetaphysicalAssociation.org.

**CLIENT COMMITMENT AND AGREEMENT (CLIENT COPY):**

- I understand that I must be fully committed to making positive changes in myself to see beneficial results. To this end, I authorize this practice to engage me in coaching and I commit to following the mutually-agreed upon actions given me during my sessions, and to keep all scheduled appointments.
- I understand that staff members of this practice are not state/province licensed medical or mental healthcare professionals and do not prescribe drugs, diagnose medical/mental conditions, or provide therapeutic treatment or advice for such conditions. Nothing contained in any information provided by the staff or this practice, either verbally or in print, is intended to constitute or be construed as professional medical or psychotherapeutic advice for diagnosis or treatment. The methods used by this practice are holistic life coaching,transpersonal coaching, general personal growth and empowerment techniques, positive suggestion, spiritual counseling, psychic readings, energy work, guided imagery, visualization, and/or relaxation techniques.
- I understand that staff members of this practice are ethically and legally bound to protect the confidentiality of our communications. I understand that you will only release

information about our work to others with my written permission or in response to a court order. I understand that there are some situations in which you are legally obligated to breach confidentiality in order to protect me or others from harm. I understand that if you receive information that indicates a child, elderly, or disabled person is being abused, you must report that to the appropriate state agency. I also understand that if I become an imminent risk to myself or make threats of imminent violence against another, you are required to take protective actions by filing a report with local law enforcement.

- I understand that the results of my sessions depend greatly upon my own serious participation and, therefore, this practice cannot offer any guarantee of the success of my sessions. I am aware, however, that this practice will do everything reasonably possible to ensure my success.
- I agree to pay for all services when rendered (unless prior arrangements have been agreed upon). I understand that, except for emergencies, 24 hours notice must be given when cancelling or rescheduling an appointment otherwise I agree to pay for the missed appointment.

I have read, understand, and accept the above Commitment and Agreement as well as your Code of Ethics. I also acknowledge receipt of my own copy of this agreement.

Client Signature: _____